EL-MOASSER
GUIDE

ICT

تكنولوجيا المعلومات والاتصالات
للمدارس الرسمية والخاصة لغات

INFORMATION & COMMUNICATION TECHNOLOGY



5th Primary 2024

FIRST TERM

الصف الخامس الابتدائي

الفصل الدراسي الأول

Part 1 Contents

Theme 1 :

Role of Information and Communication Technology (ICT) in our lives

Theme 2 :

Digital safety and security precautions





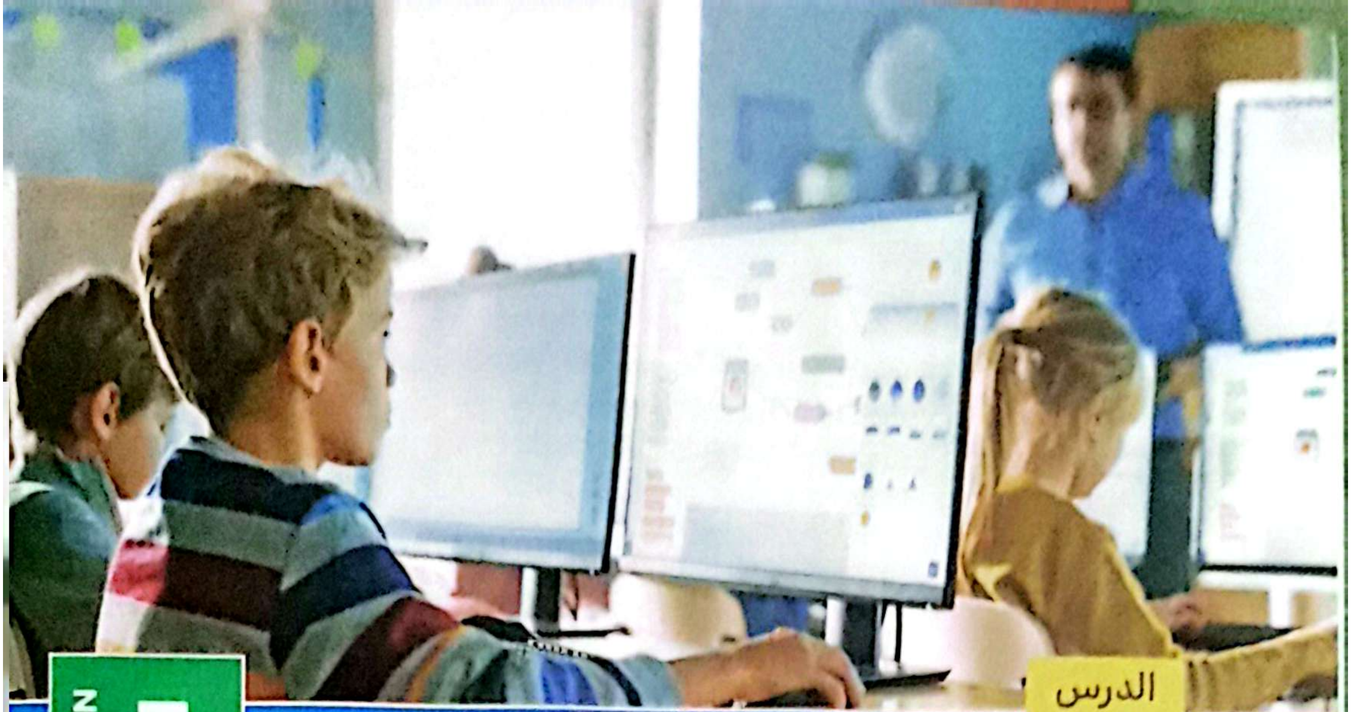


THEME 1

Role of Information and Communication Technology (ICT) in our lives

▸ In this theme, you will :

1. learn about how different computer networks communicate.
2. how to troubleshoot common computer hardware and software problemes.
3. how to use ICT tools effectively and efficiently
4. create a spreadsheet to share information.
5. make use of what you have learned.



LESSON 1 — Explorer in action

الدرس للإطلاع

Learn



Fred Hiebert is an

Archaeologist	&	Explorer
عالم آثار		مستكشف

- He is the Explorer in Residence for the National Geographic Society. مستكشف مقيم بمنظمة ناشونال جيوغرافيك.
- He studies the past by excavating observing and writing about archaeological sites and objects.

يقوم بدراسة الماضى من خلال التنقيب والملاحظة والكتابة عن الأشياء والمواقع الأثرية.

ICT tools that help Mr. Hiebert

Tool	Use
Word	For writing reports. لكتابة تقارير.
Excel	For preparing and showing graphs. لتحضير وإظهار الرسوم البيانية.
PowerPoint	When he needs to present the results of his research he uses it. عندما يحتاج لتحضير النتائج لأبحاثه يقوم بإستخدامه.

archaeologist	عالم آثار	society	منظمة	excavating	التنقيب	reports	تقارير
observing	الملاحظة	graphs	رسوم بيانية	research	بحث		

PowerPoint

When you use PowerPoint you should ensure that the slides are easy to read and make the information clear to make a good presentation.

عند استخدام PowerPoint يجب التأكد من أن الشرائح قابلة للقراءة وأن تجعل المعلومات واضحة وذلك لعمل عرض تقديمي جيد.



There are three methods that Mr. Hiebert uses for formal communication

هناك ٣ طرق استخدمها السيد هيبرت للتواصل الرسمي :

1. Printed Letters
خطابات مطبوعة

2. E-Mails
رسائل بريد إلكتروني

3. he hands the document himself
يسلم المستند بنفسه







▶ He has another role as a mentor who guides his students and colleagues around the world.
لديه دور أخر كمرشد يوجه طلابه وزملائه حول العالم.

How can Mentoring help

- Mentoring is advising or training someone on a subject you have experience in.
  التوجيه هو أن تقدم النصيحة أو التدريب على موضوع ما تمتلك الخبرة فيه.
- Pass on knowledge and skills. نقل المعلومات والمهارات.
- Mentors share their experience, including problems that may arise and how to deal with them.
  يشارك المدربون خبراتهم، بما في ذلك المشاكل التي قد تنشأ وكيفية التعامل معها.



Zoom

- Mr. Hiebert prefers to communicate with people through face to face.
  يفضل السيد هيبرت التواصل مع الناس وجهًا لوجه.

formal communication	تواصل رسمي	ensure	يتأكد
mentor	مرشد	slides	شرائح

- When it is not possible to meet face-to-face, he uses technology tools that help him make virtual meetings, and among these tools : WhatsApp, Zoom.

عندما يتعذر المقابلة وجهًا لوجه يقوم «هبرت» باستخدام أدوات تكنولوجيا تساعده فى عمل اجتماعات افتراضية ومن هذه الأدوات مثل Zoom, WhatsApp.



WhatsApp

- Mr. Hiebert believes it is important to follow up a virtual meeting or phone call with formal, documented notes via email, or include notes in a Word document and attach to E-mail.

يعتقد السيد هيبرت أنه من المهم متابعة اجتماع افتراضى أو المكالمة الهاتفية على أن يتم التعليق بملاحظات رسمية موثقة عبر رسالة بريد إلكترونى أو تضمين الملاحظات داخل مستند Word وأرفاقها بالبريد الإلكترونى.

How to make sharing information easier



- Sharing information has become vital in our day-to-day lives.

أصبحت مشاركة المعلومات أمرًا حيويًا فى حياتنا اليومية.

- Technology has helped to make sharing information an easier task.

ساعدت التكنولوجيا فى جعل مشاركة المعلومات مهمة أسهل.

Pop Quiz

▶ **Choose the correct answer from a, b, c or d.**

1. Fred Hiebert is a/an ....
   a. explorer **b.** archaeologist **c.** both (a) and (b) **d.** engineer
2. 📖 We use .... to prepare and show graphs.
   a. Word **b.** PowerPoint **c.** Excel **d.** Zoom

Educational channels : القنوات التعليمية

▶ Efforts of the Ministry of Education to share educational lessons and various skills. الجهود التى تبذلها وزارة التربية والتعليم لنشر الدروس التعليمية والمهارات المختلفة.

- Broadcasting educational lessons via satellite broadcasting channels.

بث الدروس التعليمية عبر قنوات البث الفضائى.

- Lessons can be watched on Madrasitna channels on Youtube.

ويمكن متابعة دروس فنوات مدرستنا على موقع اليوتيوب.



YouTube مدرستنا

believe	يعتقد	training	تمرين	prefer	يفضل	vital	حيوى
virtual meeting	اجتماع افتراضى	follow up	تعالج	experience	خبرة	task	مهمة
skills	مهارات	documented	موثقة	formal	رسمى		
knowledge	معرفة	face to face	وجهًا لوجه	advising	تقدم النصيحة		

Through these tools: من خلال تلك الأدوات :

- Students can catch up on lessons they missed.

صبح الطلاب لديهم القدرة على متابعة الدروس التى فاتتهم.

- Or students who need more explanation of the lesson.

و الطلاب الذين يحتاجون مزيد من الشرح للدرس.

- Or who want a quick review of the lesson. و الذين يرغبون بمراجعة سريعة للدرس.

Using technology in communication

- Virtual meetings, or video conferencing provide an effective method to mentor others.

وفر الاجتماعات الإفتراضية أو مؤتمرات الفيديو طريقة فعالة لتعليم الآخرين وتدريبهم.

- During video conferencing , people can see and hear one another.

خلال مؤتمرات الفيديو، يمكن للأشخاص رؤية، سماع بعضهم البعض.

- They can share information found on their screens and even send and receive documents.

كما يمكن مشاركة المعلومات عبر شاشات العرض الخاص بهم وكذلك إرسال المستندات واستقبالها.

Pop Quiz

1 Choose the correct answer from a, b, c or d.

1. .... has helped to make sharing information an easier task.
   a. Iron b. Technology c. Tool d. Ink
2. .... can catch up on lessons they missed on Madrasitna channels.
   a. Students b. Teachers c. Parents d. None of them
3. Sharing .... has become vital in our day-to-day lives.
   a. paper b. jokes c. information d. internet

2 Read and write the name of the app.

1. Fred Hiebert uses it to prepare presentations. (..................)
2. Fred Hiebert uses it for writing reports. (..................)
3. The formal way of communication depends on printed letters and .... (..................)
4. An app used in making virtual meetings. (..................)

lessons دروس catch up يتابع ministry of Education
broadcasting بث channels قنوات وزارة التربية والتعليم

Stop here !



استمع إلى ملخص الدرس

نقاط هامة وعبارات استرشادية تمكنك من تلخيص وإتقان الدرس.

Lesson Summary

- Mr. Fred Hiebert is an archaeologist and explorer in National Geographic society.
  السيد فريد هيبرت عالم آثار ومستكشف في منظمة ناشيونال جيوجرافيك.
- He uses ICT tools such as (Word – Excel – PowerPoint).
  يستخدم أدوات تكنولوجيا المعلومات والاتصالات مثل (وورد - إكسيل - بوربوينت).
- He uses formal communication (printed letter, E-mail, Delivers the document himself).
  يستخدم الاتصالات الرسمية (رسالة مطبوعة - بريد إلكتروني - تسليم الوثائق).
- He works as a mentor for his students and colleagues around the world.
  يعمل كمرشد لطلابه وزملائه في جميع أنحاء العالم.
- Mr. Hiebert prefers to communicate with people face - to - face.
  يفضل السيد هيبرت التواصل مع الناس وجهًا لوجه
- He uses technology tools that help him in making virtual meetings, by using Zoom and WhatsApp.
  يستخدم أدوات تكنولوجية تساعده في عقد اجتماعات افتراضية باستخدام « برامج زووم والواتساب».
- Sharing information has become vital in our day-to-day lives.
  أصبحت مشاركة المعلومات أمرًا حيويًا في حياتنا اليومية.
- One of the ways of sharing information and lessons by Ministry of Education is (Broadcasting education lessons via satellite and Madrasitna channels on YouTube).
  من طرق مشاركة المعلومات والدروس بواسطة وزارة التربية والتعليم (بث الدروس التعليمية عبر الأقمار الصناعية وقنوات مدرستنا عبر اليوتيوب).

How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
Explorer in Action	archaeologist	Fred Hiebert is an archaeologist and explorer.
	Email	Email can be used to communicate between institutions formally.
	graphs - Excel	Excel program is used to prepare graphs.
	mentoring - experience	Mentoring is advising or training some one on a subject you have a lot of experience in.

General Exercises
On Lesson 1



▸ If you got 🔴 you need to revise the lesson again.
قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 (غير جيد) قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

🔵 ممتاز	🟢 جيد جدا
🟡 جيد	🔴 غير جيد

1. Previous Exams تدريبات من الامتحانات السابقة

1 Choose the correct answer from a, b, c or d.

1. Mr. Hiebert uses Excel to prepare .... (بني سويف - بني سويف التعليمية)
   a. reports b. presentations
   c. graphs d. virtual meetings
2. You can use .... to present the research results in a way that depends on movement and sound effects. (قنا - إدارة دشنا)
   a. PowerPoint b. Word c. Excel d. Zoom
3. Printed letters and e-mails are used to communicate in a .... way. (القاهرة - الساحل)
   a. normal b. formal c. informal d. unusual
4. Mr Hiebert holds .... using platforms, like zoom and whatsapp. (الإسكندرية - العجمي)
   a. virtual meetings b. face-to-face meeting
   c. TV program d. Zoom meeting
5. Fred Hiebert is an .... and explorer. (الإسكندرية - شرق ٢٠٢٣)
   a. archaeologist b. vet c. engineer d. teacher
6. Virtual meetings can be held to communicate with people through platform such as .... (الشرقية - ههيا ٢٠٢٣)
   a. Zoom b. Word c. Facebook d. Youtube

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Email is used to communicate formally with your colleagues. (بني سويف - إدارة الواسطى التعليمية) (   )
2. Word processor program is used to prepare and show graphs. (الفيوم - إدارة غرب الفيوم) (   )
3. Fred Hiebert prefers virtual meetings during his expedition. (الإسماعيلية - توجيه الكمبيوتر التعليمي) (   )
4. Fred Hiebert is an ecologist and photographer. (الجيزة - شمال الجيزة ٢٠٢٣) (   )

3 Complete the following sentences with the appropriate words in brackets.

(archaeologist - Word - PowerPoint - mathematical tables - Excel)

1. .... program is used to create charts. (بني سويف - إدارة ببا التعليمية)
2. Mr. Hiebert is an .... and explorer at national geographic. (بنها - توجيه الكمبيوتر وتكنولوجيا المعلومات)
3. You can use .... to design presentations. (البحيرة - إدارة كرداسة التعليمية)
4. .... is used for writing reports.

2. El Moasser Exercises تدريبات كتاب المعاصر

4 Choose the correct answer from a, b, c or d.

1. Fred Hiebert uses .... to prepare presentation.
   a. PowerPoint b. Excel c. Word d. Google Chrome
2. The formal way of communication depends on ....
   a. printed letters b. e-mail c. chatting d. a & b
3. Fred Hiebert uses .... for writing reports.
   a. PowerPoint b. Excel c. Word d. windows
4. While using PowerPoint ensure that the slides are ....
   a. difficult to read b. easy to read c. both (a) & (b) d. none of them
5. For virtual meetings, Fred Hiebert uses ....
   a. Excel b. Zoom c. Paint d. calculators
6. Mr. Hiebert prefers to communicate with people through ....
   a. e-mail b. virtual meeting c. face-to-face d. zoom meeting
7. Students who would just like a quick review can use one of following ....
   a. Excel b. Madrasitna channels
   c. PowerPoint d. Word

5 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Printed letter is one of the methods of formal communication. ( )
2. Fred Hiebert has a role as a mentor who guides his students and colleagues. ( )
3. Sharing information is not important in our day-to-day lives. ( )
4. Mentoring is advising someone on a subject you have experience in. ( )
5. Zoom and Whatsapp are tools of face-to-face communication. ( )
6. Excel is used in making virtual meetings. ( )
7. Fred Hiebert is a teacher in National Geographic. ( )
8. We use excel to prepare and show graphs. ( )

6 Match.

(A)

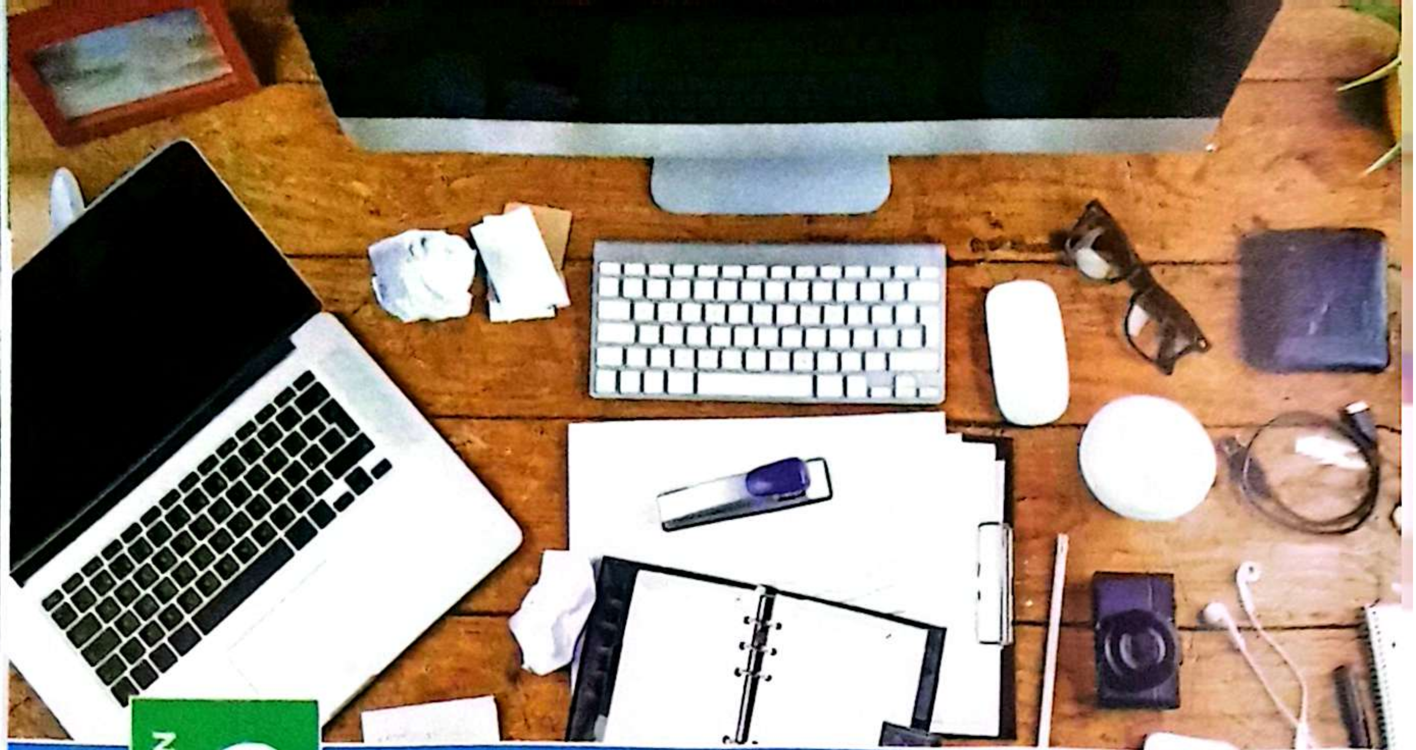
1. W •
2. X •
3. P •

(B)

- ☐ **a.** We use it to make presentation.
- ☐ **b.** We use it to write reports.
- ☐ **c.** We use it to prepare and show graphs.

قم بتلوين الدائرة باللون
المناسب لمستواك. ◯





LESSON 2

Computer Accessories

Learn

• The main computer hardware components and potential problems / solutions.

المكونات الرئيسية لجهاز الكمبيوتر وتعرف على المشكلات والحلول المحتملة.

Potential computer problems and solutions

مشكلات الكمبيوتر المحتملة وحلولها

Problem المشكلة	Potential reasons الأسباب المحتملة	Solution الحل
1. Trouble processing large files, like a big PowerPoint presentation مشكلة فى معالجة الملفات الكبيرة، مثل عرض تقديمى حجمه كبير.	Not enough graphics storage عدم وجود مساحة تخزين كافية للرسومات	Shut down some programs. قم بإغلاق بعض البرامج.
2. Not able to store files عدم القدرة على تخزين الملفات	Not enough space لا توجد مساحة كافية	Move old files to an external drive. انقل الملفات القديمة إلى محرك أقراص خارجي.
3. A poor video-conference connection اتصال ضعيف بالشبكة أثناء مؤتمر فيديو	Slow wireless internet connection اتصال لاسلكى بالإنترنت ضعيف وبطئ	Try an ethernet connection. جرب شبكة الإيثرنت السلكية السريعة.
4. Home internet connection not working الإنترنت المنزلى لا يعمل	Connection interrupted انقطاع الاتصال	Use ethernet or contact ISP. استخدم الإيثرنت أو اتصل بمزود خدمة الإنترنت.

hardware	(المعدات) / مكونات مادية	components	عناصر	potential	محتمل	space	مساحة
graphics	رسومات	storage	تخزين	poor	ضعيف	old	قديم
interrupted	انقطاع	shut down	أغلق	program	برنامج		

The main computer hardware components : المكونات الرئيسية لجهاز الكمبيوتر



External Hard Drive : محرك القرص الصلب الخارجي

- Like an HDD but much faster

مثل محرك القرص الثابت ولكنه يعمل بشكل أسرع



ethernet cable : كابل إيثرنت

- a cable that connects a computer or laptop to a router

كبل يربط جهاز الكمبيوتر أو الكمبيوتر المحمول بجهاز التوجيه (الراوتر)



Flash Memory : ذاكرة الفلاش

- it is used to transfer or restore files and data.

تستخدم لنقل وتخزين الملفات والبيانات





ethernet port : منفذ إيثرنت

- connects an ethernet cable; ethernet is more stable and faster than Wi-Fi

يوصل كابل إيثرنت؛ يعتبر إيثرنت أكثر ثباتًا وأسرع من شبكة Wi-Fi.



HDMI (high-definition multimedia interface) :

(واجهة الوسائط المتعددة عالية الوضوح) HDMI

- a cable that transmits audio and video from/to devices

كابل ينقل الصوت والصورة من الأجهزة وإليها.



router : الراوتر

- a device that connects a computer to the internet via Wi-Fi or ethernet

جهاز يربط جهاز الكمبيوتر بالإنترنت عبر شبكة Wi-Fi أو إيثرنت

ethernet	إيثرنت	external	خارجي	device	جهاز	audio	صوت
cable	كابل / سلك	stable	ثابت	transmit	ينقل	port	منفذ
connect	يتصل	router	جهاز توجيه	hard drive	قرص صلب		

Units of measurements وحدات القياس

bit	بت	the smallest unit of data أصغر وحدة بيانات
byte (B)	بايت	1 byte = 8 bites = 1 character; the word "cat" has three letters and would need three bytes. ١ بايت = ٨ بت = حرف واحد، الكلمة «cat» مثلًا، تتشكل من ثلاثة أحرف وبالتالي تحتاج إلى ٣ بايت.
Kilobytes	كيلو بايت	1,024 (B)
Megabyte (Mb)	ميجا بايت	1,024 (KB)
Gigabyte (Gb)	جيجا بايت	1,024 (MB)
Terabyte	تيرا بايت	1,024 (GB)
Mbps	ميجا بت في الثانية	megabits per second; measures the speed of a network or internet connection (the faster the speed, the better) وحدة قياس تستخدم لقياس سرعة الشبكة أو الاتصال بشبكة الأنترنت (كلما زادت سرعة الشبكة، كان ذلك أفضل)
GigaHertz (GHz)	جيجا هيرتز	measures the number of cycles your CPU carries out per second; (the higher the number, the faster the speed). وحدة لقياس عدد الدورات التي تقوم بها وحدة المعالجة المركزية في الثانية، وكلما زاد عدد الدورات، زادت سرعة معالجة البيانات والتعليمات.

Pop Quiz

▸ **Choose the correct answer from a, b, c or d.**

1. A/An .... is a device that connects a computer to the internet via Wi-Fi or ethernet.
   a. ethernet cable **b.** router
   c. external hard drive **d.** flash memory
2. 📖 We use .... to measure the speed of a network.
   a. Gb **b.** Gtlz **c.** Terabyte **d.** Mbps
3. A .... is the smallest unit of data on your computer.
   a. bit **b.** byte **c.** Mbps **d.** GHz
4. 📖 .... measures the number of cycles your CPU carries out per second.
   a. B **b.** Gb **c.** GHz **d.** Mb

units	وحدات	data	بيانات	character	رمز	per	خلال
measurement	قياس	cycle	دورة	letter	حرف	speed	سرعة
connection	اتصال	network	شبكة اتصال				

Stop here !



نقاط هامة وعبارات استرشادية تُمكنك من تلخيص وإتقان الدرس.

استمع إلى ملخص الدرس

Lesson Summary

- You can use ICT tools to share ideas.

  - يمكنك استخدام أدوات تكنولوجيا المعلومات والاتصالات لمشاركة الأفكار.

- Your computer hardware must be working properly.

  - يجب أن يعمل جهاز الكمبيوتر الخاص بك بشكل صحيح.

- These are main computer hardware components :

  هناك ستة مكونات أساسية لأجهزة الكمبيوتر :

  1. External Hard Drive
  2. ethernet cable
  3. Flash memory
  4. HDMI
  5. router
  6. ethernet port

- These are units of measurement.

  هناك ثمانية وحدات قياس.

  1. bit
  2. byte
  3. Kilobytes
  4. Megabyte
  5. Gigabyte
  6. Terabyte
  7. Mbps measures the speed of a network or internet connection.

     Mbps يقيس سرعة الشبكة أو اتصال الإنترنت.

  8. GHz measures the number of cycles your CPU carries out per second.

     GHz يقيس عدد الدورات التى تنفذها وحدة المعالجة المركزية الخاصة بك فى الثانية.

- When your computer is not running properly, you should identify the problem and solve it.

  عندما لا يعمل جهاز الكمبيوتر الخاص بك بشكل صحيح، يجب تحديد المشكلة وحلها.

How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
Computer Accessories	ICT - share	You can use ICT tools to share ideas.
	External Hard Drive	External Hard Drive is like an HDD but much faster.
	Ethernet cable – router	Ethernet cable connects a computer or laptop to a router.
	HDMI - transmit	HDMI transmits audio and video from/to devices.
	ethernet port - WiFi	The ethernet port is more stable and faster than Wi-Fi.
	Router – connect	Router connects a computer to the internet via Wi-Fi or ethernet.
	unit - measurement	There are eight units of measurement such as bit, byte, kilobytes, (Mb) ....
	shut - down	To solve the trouble of processing large files, you must shut down some programes.
	space - old files	To solve the problem of space, you must move old files to an external drive.

General Exercises
On Lesson 2

▶ If you got 🔴 you need to revise the lesson again.

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 [غير جيد] قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

🔵 ممتاز 🟢 جيد جدا 🟡 جيد 🔴 غير جيد

1. Previous Exams تدريبات من الامتحانات السابقة

1 Put (✓) in font of correct sentence and (x) in front of the wrong one.

1. External Hard Drive is like an HDD but much faster. [القاهرة - إدارة التبين] ( )
2. There are no solutions for computer issues. [القاهرة - إدارة المعصرة] ( )
3. Ethernet is more stable and faster than Wi-Fi. [المنيا - إدارة المنيا] ( )
4. A gigabyte unit of measure is equal to 2024 bytes. [الإسماعيلية - إدارة المديرية التعليمية] ( )
5. A Kilobyte is a unit of measure for network speed. [المنوفية - قويسنا] ( )
6. A Bit is the smallest unit of measurement for storing data. [الجيزة - أوسيم] ( )

2 Choose the correct answer from a, b, c or d.

1. .... is the smallest unit of data inside a computer. [القاهرة - إدارة المطرية]
   a. Gigabyte b. Byte c. Bit d. Megabyte
2. To write the word 'apple' you need .... to represent it in a computer system. [المنيا - سمالوط] [بنها - توجيه الكمبيوتر]
   a. 5 bits b. 8 bits c. 5 bytes d. 8 bytes
3. A device that connects a computer to the internet via Wi-Fi is .... [إسكندرية - شرق]
   a. flash memory b. router c. HDD d. HDMI
4. .... is used to restore or transfer files and data between computers. [الأقصر - الأقصر]
   a. HDMI b. CPU c. Flash memory d. Router

3 Complete the following statements with appropriate words in brackets.

(flash memory - HDMI - router - Mbps)

1. A .... connects the computer to the internet via Wi-Fi or ethernet. [القاهرة - شرق مدينة نصر]
2. .... is a cable that transmits audio and video from / to devices. [القاهرة - غرب مدينة نصر]
3. A computer accessory used to store information is .... [الإسماعيلية - إدارة الإسماعيلية]
4. Internet speeds are also much faster with .... connection. [الإسماعيلية - إدارة توجيه الكمبيوتر التعليمي]

4 Match.

(A)	(B)
1. External Hard Drive is [سوهاج - إدارة جهينة]	☐ a. that measures speed.
2. GHz is a unit of measurement [سوهاج - طهطا]	☐ b. defining the problem.
3. The first step when solving a problem is [سوهاج - إدارة جهينة]	☐ c. used to create backup copies of your business.

2. El-Moasser Exercises تدريبات كتاب المعاصر

5 Choose the correct answer from a, b, c or d.

1. .... is like an HDD (Hard Disk Drive) but much faster.
   a. Router b. External Hard Drive c. Cable d. DVD
2. The .... is more stable and faster than Wi-Fi.
   a. Flash memory b. External Hard Drive c. Ethernet d. DVD
3. .... is a cable that transmits audio and video from/to devices.
   a. Router b. HDMI c. Ethernet d. CD
4. The .... is a device that connects a computer to the internet via Wi-Fi or ethernet.
   a. Router b. External Hard Drive
   c. Cable d. Internet Hard Drive
5. .... is the smallest unit of data.
   a. Bit b. Kilobyte c. Megabyte d. Terabyte
6. To store the word (wood) on the computer, we need .... bytes.
   a. 3 b. 4 c. 5 d. 8
7. 1 Byte equals .... bits.
   a. 8 b. 10244 c. 16 d. 82
8. 1 Gigabyte equals ....
   a. 1,024 MB b. 1,024 GB c. 1,024 TB d. 1,204 B
9. 1 Kilobyte equals ....
   a. 1,024 MB b. 1,024 B c. 8 Bits d. 2,204 MB
10. .... measures the number of cycles your CPU carries out per second.
    a. Mbps b. GHz c. 8 Bits d. Byte
11. .... measures the speed of a network or internet connection.
    a. Mbps b. GHz c. 8 Bits d. Byte

6 Put (✓) in front of correct sentence and (✗) in front of the wrong one.

1. (Mbps) is used to measure the number of cycles your CPU carries out per second. ( )
2. To solve the problem of poor network connectivity during a video conference, you can use the wired ethernet network. ( )

3. 1 Kilobytes equals 8 bits. ( )
4. The flash memory is used to store data and move it to another computer. ( )
5. The ethernet cable connects the computer to monitor. ( )
6. To solve the problem of not being able to store files, we transfer old files to an external storage unit. ( )
7 We need three bytes to store the word "cat" on the computer. ( )

7 Match.

(A)		(B)
1. Equals 8 Bits	☐	a. Stands for "GigaHertz"
2. Mbps	☐	b. 1 Byte
3. GHZ	☐	c. measures the speed of internet

8 Complete the following sentences with appropriate words in brackets.

(Terabyte - Mbps - HDMI - Ethernet cable - Router)

1. .... is the device that connects a computer to the internet via Wi-Fi or ethernet.
2. .... stands for (high-definition multimedia interface).
3. .... measures the speed of a network.
4. 🕮 .... equals 1,024 (GB)
5. .... a cable that connects a computer or laptop to a router.

9 🕮 Rearrange the following units of measurement from the smallest to largest.

a. Terabyte ( )
b. Megabyte ( )
c. byte ( )
d. bit ( )
e. Kilobyte ( )
f. Gigabyte ( )

10 Read and write the name of the app or tool.

1. It is more stable and faster than Wi-Fi. (....................)
2. A cable that transmits audio and video from/to devices. (....................)
3. 🕮 A device that connects a computer to the internet via Wi-Fi or ethernet. (....................)
4. The smallest unit of data. (....................)
5. It measures the speed of a network or internet connection. (....................)

قم بتلوين الدائرة باللون المناسب لمستواك. ○



Revision

on Lessons 1 & 2

مراجعة عامة على الدرسين الأول و الثاني في ورقة واحدة



Lesson 1 : Explorer in action

1

formal communication

- There are three methods that Mr. Hebert uses for formal communication.
  1. Printed letter.
  2. E-mail
  3. Delivers the document himself.
- He has other roles as a mentor who guides his students and colleagues around the world.

2

Mentoring

- Mentoring helps us to :
  - Pass on knowledge and skills.
  - Mentors share their experience, including problems that may arise and how to deal with them.
  - When it is not possible to meet face to face, he uses technology tools that help him in making virtual meetings, and among these tools :
    • Zoom • WhatsApp

Lesson 2 : Computer Accessories

Potential computer problems and solutions

Problem	Potential reason	Solution
1. Trouble processing large files, like a big PowerPoint presentation.	Not enough graphics storage	Shut down some programs
2. Not able to store files	Not enough space	Move old files to an external drive
3. A poor video-conference connection	Slow wireless internet connection	Try an ethernet connection
4. Home internet connection not working	Connection interrupted	Use ethernet or contact ISP

Accumulative Test

On Lessons 1 & 2



اختبار تراكمى على الدرس الأول والثانى

1 Choose the correct answer from a, b, c or d.

1. A .... is the smallest unit of data.
   a. Bit b. Kilobyte c. Megabyte d. Byte
2. 🕮 Fred Hiebert uses .... to prepare presentation.
   a. PowerPoint b. Excel c. Word d. WhatsApp
3. The .... is like an HDD (Hard Disk Drive) but much Faster.
   a. Router b. External Hard Drive
   c. Cables d. HDMI
4. 🕮 The .... is a device that connects a computer to the internet via Wi-Fi or ethernet.
   a. router b. external Hard Drive
   c. cable d. flash memory
5. To store the word (Cat) on the computer, we need .... bytes.
   a. 3 b. 6 c. 5 d. 8

2 Put (✓) in front of correct sentence and (✗) in front of the wrong one.

1. Mbps is used to measure the number of cycles your CPU carries out per second. ( )
2. 🕮 Mentoring is advising someone on a subject you have experience in. ( )
3. To solve the problem of poor network connectivity during a video conference, you can use the wired ethernet network. ( )
4. Sharing information is not important in our day-to-day lives. ( )
5. The ethernet cable connects computer to monitor. ( )

3 Read and correct words between brackets.

1. (GHZ) is a device that connects a computer to the internet via Wi-Fi or ethernet.
   (..................)
2. 🕮 A (Kilobyte) measures the speed of a network or internet connection.
   (..................)
3. A (Gigabyte) GB equals 1024 KB. (..................)

يمكنك المراجعة باستمرار (تراكمية)
من خلال الصفحة السابقة.



LESSON 3 Networks

Learn

- **What Networks are.**
- They're groups of people, or things that are connected to each other for a common purpose.

  تمثل الشبكات مجموعات من الأشخاص أو الأشياء المرتبطة ببعضها لهدف مشترك.



- **Computer networks role**
- They connect computers with each other to share important information and data.

  تربط شبكات الكمبيوتر أجهزة الكمبيوتر ببعضها البعض لتبادل المعلومات والبيانات المهمة.

Types of computer Networks

1 Local Area Network (LAN) الشبكة المحلية

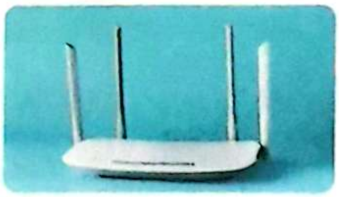
▶ When a computer connected to another computer or device such as a printer or router.

عندما يكون جهاز الكمبيوتر متصل بجهاز كمبيوتر آخر أو جهاز آخر مثل الطابعة أو جهاز التوجيه.

a printer



router



▶ It could be at  home, at  school or in a  hospital.

من الممكن أن تكون في المنزل أو المدرسة أو بالمستشفى.

connected	مرتبطة	printer	طابعة	data	بيانات	purpose	هدف
connect	يصل	common	مشترك	share	يشارك	device	جهاز

2 Internet شبكة الإنترنت



▶ It is a network that connects computers, and the people using them, from all around the world.

الإنترنت هو شبكة تربط أجهزة الكمبيوتر والأشخاص اللذين يستخدمون تلك الشبكة من جميع أنحاء العالم

Let's think :

How to connect your computer to the internet ?

- To connect your computer to the internet, you need a **gateway** :

لكى توصل جهاز الكمبيوتر الخاص بك بشبكة الإنترنت، تحتاج إلى مدخل (بوابة).

- A gateway is a tool to connect the internet such as a router :

المدخل هو أداة لتوصيل الإنترنت مثل جهاز الراوتر (جهاز توجيه).

- We need a gateway such as →  a router.

نحتاج إلى بوابة مثل جهاز التوجيه (الراوتر).



- **Router :**
  - It connects your computer to an ISP. يربط جهاز الكمبيوتر الخاص بك بمزود خدمة الإنترنت.
- **Internet Service Provider (ISP) :**
  - It is the internet service provided by Egyptian companies to citizens.

هى خدمة الإنترنت التى تقدمها الشركات المصرية للمواطنين.



Pop Quiz

▶ **Choose the correct answer.**

1. Router is considered a/an ....
   a. antivirus **b.** browser **c.** gateway for internet **d.** ISP
2. 📖 .... is a network that connects computers from all around the world.
   a. Internet **b.** Router **c.** Ethernet port **d.** Antivirus

3 The World Wide Web (WWW) الشبكة العنكبوتية العالمية



- It's part of the internet network, made up of web pages that people can navigate.

هى جزءًا من شبكة الإنترنت، وهى تتكون من صفحات شبكية أو صفحات ويب يمكن للأشخاص التنقل بينها.

network	شبكة الإنترنت	citizens	مواطنين	service	خدمة
gateway	بوابة	web page	صفحة ويب		

4 The Egyptian Knowledge Bank (EKB) بنك المعرفة المصرى

- It's on the (WWW). يوجد بنك المعرفة المصرى على الشبكة العنكبوتية.
- It is available for free to all Egyptians who register on the site.
هو متاح بالمجان لجميع المصريين المسجلين على الموقع.

5 Intranet الإنترانت

- unlike the internet it's private, restricted to only those that are part of the business, school, or organization that it is connecting.
على عكس الإنترنت هى شبكة خاصة تقتصر على الأشخاص الذين تربطهم ضمن عمل أو مدرسة أو مؤسسة معينة.

Types of Networks devided into أنواع الشبكات تنقسم إلى

Network	Description	Examples
open network شبكة مفتوحة	- It is opened. شبكة مفتوحة. - It is accessible to all. متاحة للجميع.	The web. شبكة الإنترنت.
closed network شبكة مغلقة	- It is part of the open network. جزء من الشبكة المفتوحة. - It is specific to a specific part. خاصة بجزء معين.	School's computer lab. معمل المدرسة.

Comparison between intranet and internet networks

مقارنة بين شبكات الإنترنت والانترانت

intranet
- private
- closed computer network

share information

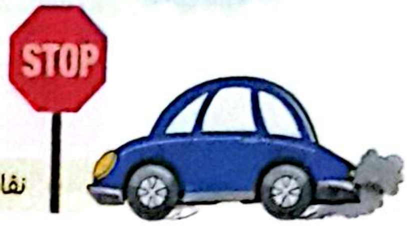
internet
- accessible to all
- open computer network

cable :

A long connector that transmits data or power between devices, such as ethernet cable. هو موصل طويل ينقل البيانات أو الطاقة بين الأجهزة مثل سلك الإيثرنت.

available	متاح	organization	منظومة / مؤسسة	lab	معمل
private	خصوصية	restricted to	يقتصر على	specific	خاصة
site	موقع	accessible	متاح		
unlike	عكس	part	جزء		

Stop here !



استمع إلى ملخص الدرس

نقاط هامة وعبارات استرشادية تُمكنك من تلخيص وإتقان الدرس.

Lesson Summary

- The types of network are : أنواع الشبكات هى :
  1. Closed network شبكة مغلقة
  2. Open network شبكة مفتوحة
- The internet is a network that connects computers, and the people using them, from all around the world.

  الإنترنت هو شبكة تربط أجهزة الكمبيوتر والأشخاص الذين يستخدمون تلك الشبكة من جميع أنحاء العالم.
- You need a gateway, such as a router, which connects your computer to an ISP.

  أنت بحاجة إلى بوابة مثل جهاز التوجيه (الروتر) الذى يربط جهاز الكمبيوتر بمزود خدمة الإنترنت.
- The World Wide Web (WWW) is part of the internet network, made up of web pages that people can navigate.

  شبكة الإنترنت العالمية هى جزء من شبكة الإنترنت ، تتكون من صفحات شبكية أو صفحات ويب يمكن للأشخاص التنقل بينها.
- An intranet is a private type of network, restricted to only those that are part of the business, school, or organization that is connecting.

  الشبكة الداخلية تعتبر الإنترنت الأكثر خصوصية ويقتصر فقط على الذين يشكلون جزءًا من العمل أو المدرسة أو المنظمة التى تتصل بها.
- We need a closed network or an intranet at schools.

  نحتاج شبكة الإنترنت المغلقة أو الشبكة الداخلية فى المدرسة.

How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
Networks	groups - connected	Networks are groups of people, or things that are connected to each other for common purpose.
	internet - network	The internet is a network that connects computers, and people using them, from all around the world.
	router - ISP	Router connects your computer to an ISP.
	intranet - internet	The intranet is unlike the internet.
	cable - transmits	A cable is a long connector that transmits data or power between devices, such as : ethernet cable.

General Exercises
On Lesson 3



▸ If you got ● you need to revise the lesson again.

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على ● (غير جيد) قم بمراجعة الدرس مرة أخرى من الصفحة السابقة

● ممتاز ● جيد جدا ● جيد ● غير جيد

1. Previous Exams تدريبات من الامتحانات السابقة

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Egyptian Knowledge Bank (EKB) is available for free to all Egyptians who register on the site. (القاهرة - المعصرة) ( )
2. The internet is not different from the intranet. (إسماعيلية - توجيه الكمبيوتر) ( )
3. "EKB" is a reliable source of knowledge. (الجيزة - الدقي) ( )
4. To connect a computer to the internet, gateways should be used. (الجيزة - البدرشين) ( )
5. The internet is a type of network. (سوهاج - طهطا) ( )
6. The internet is used to share over the web. (الجيزة - أبو النمرس) ( )
7. A school's computer lab could have its own closed network. (الجيزة - أبو النمرس) ( )
8. In late 80s phone lines are used to connect to internet (couldn't use phone when on internet). (الدقهلية - منية النصر) ( )

2 Choose the correct answer from a, b, c or d.

1. An intranet is used to share in a .... and is more secure. (القاهرة - المطرية)
   a. online b. closed network c. open network d. internet
2. The World Wide Web (WWW) is .... the internet. (القاهرة - الشروق)
   a. all b. not related c. part of d. none of them
3. School's computer lab is an example for .... (إسكندرية - شرق)
   a. open network b. closed network c. non of them d. both of them
4. .... network is used to share information and less secure.
   (المنوفية - السادات) (القاهرة - غرب القاهرة) (بنها - توجيه الكمبيوتر) (السويس - السويس)
   a. E-mail b.Internet c. Intranet d. Closed
5. Internet is a type of .... network. (الجيزة - 6 أكتوبر)
   a. closed b. family c. open d. intranet
6. .... are groups of people, or things, that are connected to each other for a common purpose. (الجيزة - العمرانية)
   a. Computers b. Networks c. Gateways d. Routers
7. .... is a gateway to access the internet. (القاهرة - الساحل)
   a. Mobile b. Router
   c. Router and ISP d. None of them

3 Complete the following sentences with the appropriate words in brackets.

(EKB - Internet - WWW - closed - Intranet)

1. .... consists of web pages linked to each other using hyperlinks. [القاهرة - شرق]
2. .... is available for free to all Egyptians who register on the site. [المنيا - مطاى]
3. The network inside the computer lab in the school is considered a .... internet [المنوفية - قويسنا]
4. .... is a global information sharing network, less secure. [البحيرة - الدلنجات]
5. .... is a private and closed network limited to the people you have in business. [الدقهلية - ميت غمر]

4 Match.

(A)		(B)
1. Internet [سوهاج - إدارة جهينة]	☐	a. is used to connect a computer to the internet.
2. Gatway [سوهاج - طهطا]	☐	b. A network that connects computers and users of that network from all over the world.
3. Intranet	☐	c. is a private and closed network.

2. El Moasser Exercises تدريبات كتاب المعاصر

5 Choose the correct answer from a, b, c or d.

1. .... is a long connector that transmits data or power between devices.
   a. Ethernet cable b. LAN c. Open network d. Closed network
2. .... is a part of the internet network, made up of web pages that people can navigate.
   a. Web site b. WWW c. Intranet d. http
3. To connect your computer to the internet, you need a/an ....
   a. gateway b. ISP c. both (a) and (b) d. none of them
4. .... is an abbreviation of Internet Service Provider.
   a. ESP b. ISP c. ASP d. http
5. Computer networks connect computers with each other, to share important ....
   a. data b. information
   c. none of them d. both (a) and (b).

6 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. To connect your computer to the internet, you need a gateway. ( )
2. The company that provides internet to the society is called ISP. ( )
3. EKB site is available for free to all Egyptians. ( )
4. The Network LAN refers to the global network that connects computers all over the world. ( )
5. To connect to the internet, you need a Router and an ISP. ( )

7 Complete the following sentences with the appropriate words in brackets.

(Ethernet Cable - WWW - Computer network - Router - EKB)

1. .... is a cable that connects a computer or laptop to a router.
2. .... stands for World Wide Web.
3. .... is available for free and provides reliable information.

8 Match.

(A)

1. Part of the internet, made up of web pages and websites
2. Connects computers all over the world
3. is the connection between two or more computers to exchange data and information

(B)

- ☐ a. Internet
- ☐ b. LAN
- ☐ c. WWW
- ☐ d. Network

9 Read and correct the mistake between brackets.

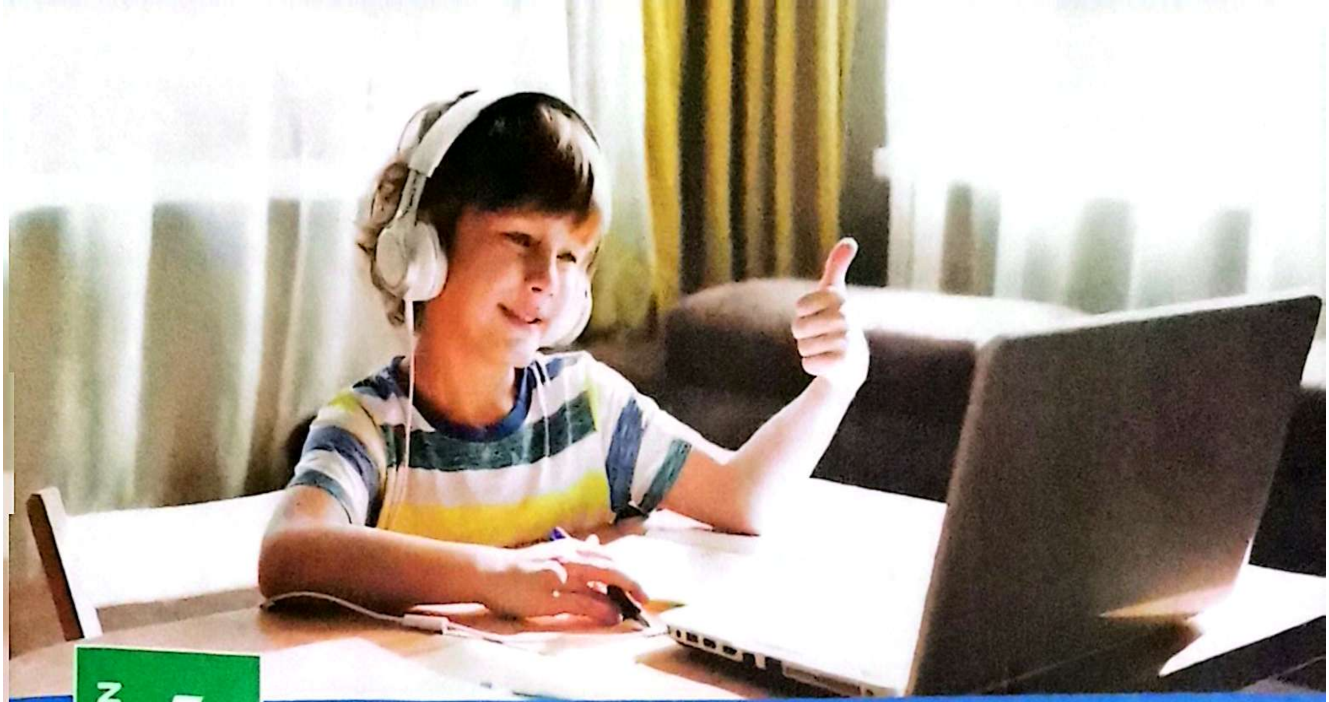
1. (LAN) are groups of people, or things, that are connected to each other for a common purpose. (.....................)
2. We use the network (Internet) to connect printers among the network sets. (.....................)
3. (WWW) stands for Internet Service Provider. (.....................)

10 Rearrange How communication via computer and communication devices has advanced.

a. Digital subscriber line (DSL). ( )
b. Emergence of the world wide web (www). ( )
c. Dial-up internet connection. ( )
d. Wi-Fi devices and HOTSPOTS allow you to access the internet any where. ( )

قم بتلوين الدائرة باللون
المناسب لمستواك. ◯





LESSON 4

Digital communication tools

Learn

▶ Ways that people can use networks to communicate.

A For people : للأشخاص

- We communicate using computer networks every day. Every time we use our phone to : نتواصل يوميًا باستخدام شبكات الكمبيوتر وكلما استخدمنا هواتفنا لـ :



send a text
إرسال رسالة نصية



buy something
شراء شيء



take an online class
أخذ دروس (محاضرة) عبر الإنترنت



download or upload a video
تنزيل أو تحميل مقاطع فيديو



use an app or program
استخدام تطبيق أو برنامج

B For businesses & organizations : للشركات والمؤسسات

- They use : يستخدمون :

1. Closed networks : to share private information. **شبكات مغلقة :** لمشاركة معلومات خاصة.
2. Open networks : to share public information. **شبكات مفتوحة :** لمشاركة معلومات عامة.

text	رسالة نصية	online class	محاضرة عبر الإنترنت	download / upload	تنزيل / تحميل
app	تطبيق	program	برنامج	organizations	منظمات
information	معلومات	private	خاص	businesses	مؤسسات
public	عام	networks	شبكات		

Let's think :

What is the internet of things ?



- Household items can be part of a network, too. This is called the "Internet of Things" (IOT).
  يمكن أن تكون الأدوات المنزلية جزءًا من شبكة أيضًا، وهذا ما يسمى «إنترنت الأشياء».
- The IOT consists of devices linked to the internet via Wi-Fi.
  يتكون إنترنت الأشياء من أجهزة متصلة بالإنترنت عن طريق Wi-Fi.
- These devices can be controlled, whether you're in the same room or in another city!
  يمكن التحكم فى هذه الأجهزة سواء كنت فى نفس الغرفة أو فى مدينة أخرى!

▶ **There are devices that can be turned on / off using specific apps:**
هناك أجهزة يمكن تشغيلها وفصلها باستخدام أحد التطبيقات المخصصة لهذا الأمر :

Bluetooth speakers
مكبرات الصوت البلوتوث



Digital washing machine
غسالة ملابس رقمية



Digital refrigerator
ثلاجة رقمية



Home appliances
أجهزة منزلية

Pop Quiz

Choose the correct answer from a, b, c or d.

1. .... networks share public information.
   a. Computer **b.** Open **c.** Closed **d.** None of them
2. 📖 The IOT consists of devices linked to the internet via ....
   a. bluetooth **b.** Wi-Fi **c.** network **d.** satellite

Let's discover :

Bluetooth

Bluetooth is a networking technology that connects wireless mobile devices over a short range to form a network to transmit data between different devices.

البلوتوث هو تقنية شبكية تربط الأجهزة المحمولة اللاسلكية عبر مدى قصير، لتشكيل شبكة لنقل البيانات بين الأجهزة المختلفة.

speakers	سماعات	washing machine	غسالة ملابس أوتوماتيك	wireless	لاسلكى
digital	رقمى	refrigerator	ثلاجة	technology	تكنولوجيا
household items	أدوات منزلية	home appliances	أجهزة منزلية		

Networks and people of determination

الشبكات وذوى الهمم

- **Independence :** الاستقلالية

▶ They give people of determination more independence, both at home and in public. تمنح شبكات الكمبيوتر الأشخاص ذوى الهمم الاستقلالية، سواء فى المنزل أو فى الأماكن العامة.

▶ This independence helps them to save money and time.

تساعدهم الاستقلالية على توفير المال والوقت.

▶ It also helps to increase confidence levels. تساعدهم أيضًا على زيادة مستوى ثقتهم بأنفسهم.

- **Helping people who are visually impaired through.**

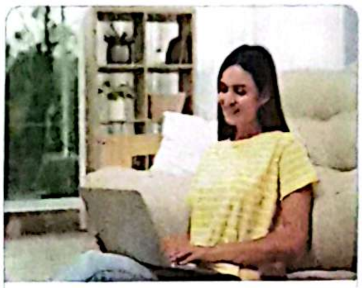
تساعد الأشخاص الذين يعانون من ضعف البصر من خلال.



Screen reader and Braille
قارئ الشاشة وطريقة برايل

to

- do schoolwork online. لتؤدى الواجب المدرسى.
- read braille. يقرأ بطريقة «برايل».



E-commerce
التجارة الإلكترونية

to

- Shop and sell online. للتسوق والبيع عبر الإنترنت.



Digit Privacy
الخصوصية الرقمية

to

- be safe about giving information online. لكى تكون فى أمان عند إعطاء معلومات عبر الإنترنت.

Pop Quiz

▶ **Choose the correct answer from a, b, c or d.**

1. .... help people who are visually impaired.
   a. Bluetooth speakers **b.** Keyboards
   c. Screen readers **d.** None them
2. Bluetooth connects .... mobile devices over a short range.
   a. wireless **b.** digital **c.** level **d.** wires

people of determination	الأشخاص ذوى الهمم	visually impaired	ضعف البصر	braille	برايل (طريقة القراءة للمكفوفين)
independence	استقلالية	document	ملف	confidence	ثقة

Stop here !



نقاط هامة وعبارات استرشادية تُمكنك من تلخيص وإتقان الدرس.

استمع إلى ملخص الدرس

Lesson Summary

- Some digital refrigerators and washing machines can be turned on/off using specific apps. يمكن تشغيل / إيقاف بعض الثلاجات الرقمية والغسالات باستخدام تطبيقات محددة.
- The internet of things consists of devices linked to the internet via Wi-Fi.
  إنترنت الأشياء يتكون من أجهزة متصلة بالإنترنت عبر Wi-Fi.
- Bluetooth connects wireless mobile devices over a short range to form a network to transfer data between different devices.
  تقنية البلوتوث تربط الأجهزة المحمولة اللاسلكية عبر مدى قصير لتشكيل شبكة لنقل البيانات بين الأجهزة المختلفة.
- Networks give people of determination more independence and helps them to save money and time. It also helps to increase their confidence levels.
  تمنح أدوات تكنولوجيا المعلومات والاتصالات أصحاب الهمم مزيدًا من الاستقلالية وتساعدهم على توفير المال والوقت. كما أنه يساعد على زيادة مستويات الثقة لديهم.
- Screen readers help people of determination with a lot of what they need to do.
  تساعد برامج قراءة الشاشة الأشخاص أصحاب الهمم في الكثير مما يحتاجون إليه.
- Braille makes reading easier for people of determination.
  تجعل طريقة برايل القراءة أسهل لأصحاب الهمم.
- We should ask our parents first before going online shopping and think about digit privacy. يجب أن نسأل والدينا أولًا قبل الذهاب للتسوق عبر الإنترنت والتفكير في الخصوصية الرقمية.

How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
Digital Communication tools	networks - connect	Computer networks connect computers with each other.
	Wi-Fi – controlled	The internet of things consists of devices that are connected via Wi-Fi and can be controlled anywhere.
	Bluetooth speakers	Bluetooth speakers are an example of internet of things.
	Braille – reading	Braille helps people of determination with reading.

General Exercises
On Lesson 4



▶ If you got 🔴 you need to revise the lesson again.

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 [غير جيد] قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

🔵 ممتاز	🟢 جيد جدا
🟡 جيد	🔴 غير جيد

1. Previous Exams تدريبات من الامتحانات السابقة

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Bluetooth is a networking technology that connects wireless devices over a long range. [القاهرة - الزيتون] ( )
2. Braille makes it more difficult to read for people of determination. [الجيزة - ٦ أكتوبر] ( )
3. Digital washing machine is an example of the internet of things. [المنوفية - قويسنا] ( )
4. Always ask your parents before buying anything online. [المنيا - المنيا] ( )

2 Choose the correct answer from a, b, c or d.

1. The .... is used for the visually impaired to get audio feedback. [القاهرة - المطرية]
   a. bluetooth b. scanner c. screen readers d. E-commerce
2. Braille method allows blind people to .... [المنيا - المنيا]
   a. write b. read c. speak d. none of them
3. The connection of the washing machine to an application on the mobile is called .... [الشرقية - غرب الزقازيق]
   a. internet development b. mobile development
   c. internet of things d. computer networks
4. .... are an example of the internet of things. [الدلنجات - البحيرة]
   a. Bluetooth speakers b. Screen reader
   c. Computer networks d. Mobile devices
5. Visually impaired can use .... for doing schoolwork online. [البحيرة - إيتاى البارود]
   a. bluetooth speakers b. mobile devices
   c. screen readers d. none of them
6. The technology that connects wireless mobile devices over a short range to form a network is called .... [الإسكندرية - شرق التعليمية]
   a. router b. share it c. bluetooth d. scanner
7. We communicate using .... every day. [الجيزة - ٦ أكتوبر]
   a. bluetooth speakers b. computer networks
   c. screen readers d. all of them

3 Complete the following sentences with the appropriate words in brackets.

(Interanet - Internet of Things - Bluetooth)

1. Devices linked to the internet and controlled through applications via Wi-Fi are called .... [سويف - سمسطا]
2. .... is the technology that connects wireless mobile devices over a short range. [قهلية - ميت غمر]

4 Match.

(A)		(B)
1. "EKB" is for	[المنيا - مطاى]	a. World Wide Web
2. "WWW" is for	[المنيا - مطاى]	b. is used by blind person to read.
3. Braille	[سوهاج - المنشأة]	c. the Egyptian Knowledge Bank.
4. E-commerce	[البحيرة - التحرير]	d. is used to sell your smartphone online.

2. El Moasser Exercises تدريبات كتاب المعاصر

5 Choose the correct answer from a, b, c or d.

1. These are from the IOT (Internet of Things) devices ....
   a. digital refrigerators b. watches
   c. cars d. none of them
2. .... is a networking technology that connects wireless mobile devices over a short range to form a network.
   a. Bluetooth b. E-mail c. Hotspot d. Open network
3. Businesses and organizations use networks every day to share private information, through .... network
   a. open b. global c. closed d. public
4. The IOT (Internet of Things) consists of devices linked to the internet via ....
   a. Wi-Fi b. global c. closed d. public
5. Computer networks give people of determination more independence. This independence helps to ....
   a. save time b. save money c. both (a) and (b) d. none of them



6 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. We can't control the IOT devices. ( )
2. Digital washing machine is considered one of the ICT devices. ( )
3. E-commerce makes life so much easier for everyone. ( )
4. IOT is a networking technology that connects wireless mobile devices over a short range. ( )
5. EKB stands for Egyptian Knowledge Phone. ( )

7 Complete the following sentences with the appropriate words in brackets.

(Internet of Things - Bluetooth - communicate - Bluetooth speakers)

1. .... connects wireless mobile devices over a short range.
2. We .... using computer networks every day.
3. Household items can be part of a network, too. This is called ....

8 Read and write the name of the app or tool.

1. A large set of web pages that are linked to each other using hyperlinks. (..................)
2. The IOT (Internet of Things) consists of devices linked to the internet via. (..................)
3. Means selling or buying via internet. (..................)
4. The visually impaired student can use it to do schoolwork online. (..................)
5. Household items can be part of a network, too. This is called. (..................)

قم بتلوين الدائرة باللون
المناسب لمستواك.



Revision
on Lessons 3 & 4

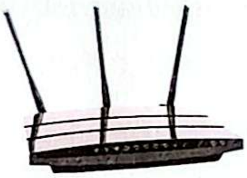
مراجعة عامة على الدرسين الثالث والرابع في ورقة واحدة



Lesson 3 : Networks

1 Internet

"How to connect your computer to the internet ?
We need a gateway such as a router.



1. Router :

- It connects your computer to an ISP.

2. Internet Service Provider (ISP) :

- It is the internet service provided by Egyptian companies to citizens.

2 intranet-internet

- It's unlike the internet.
- It's private, restricted to only those that are part of the business, school, or organization that it's connecting.

Types of Networks

- open network
- closed network

Comparison between intranet and internet networks

intranet		internet
• private • closed computer network	share information	• accessible to all • open computer network

Lesson 4 : Digital communication Tools

1 What is the internet of things ?

- Household items can be part of a network, this is called the "internet of things".
- The IOT consists of devices linked to the internet via wi-fi
- These devices can be controlled, whether you're in the same room or in another city!

2 Specific apps

- There are devices that can be turned on/off using specific apps :
  1. Bluetooth speakers
  2. Home appliances

  - Digital washing machine
  - Digital refrigerator machine

- Bluetooth : is a networking technology that connects wireless mobile devices over a short range to form a network to transmit data between different devices.

Accumulative Test

On Lessons 1, 2, 3 & 4

اختبار تراكمي على الدروس من الأول للرابع

1 Choose the correct answer from a, b, c or d.

1. The IOT (Internet of Things) consists of devices linked to the internet via ....
   a. Wi-Fi b. wireless c. EKB d. phones
2. 🕮 .... is a long connector that transmits data or power between devices.
   a. Ethernet cable b. LAN c. Open network d. Wi-Fi
3. .... is a high-speed connection that uses the same home phone wires and the phone and the internet are used simultaneously.
   a. DSL b. EDSL c. WWW d. EKB
4. 🕮 .... is an abbreviation of Internet Service Provider.
   a. ESP b. ISP c. ASP d. None of them
5. A school's computer lab is considered .... network.
   a. open b. global c. closed d. Wi-Fi

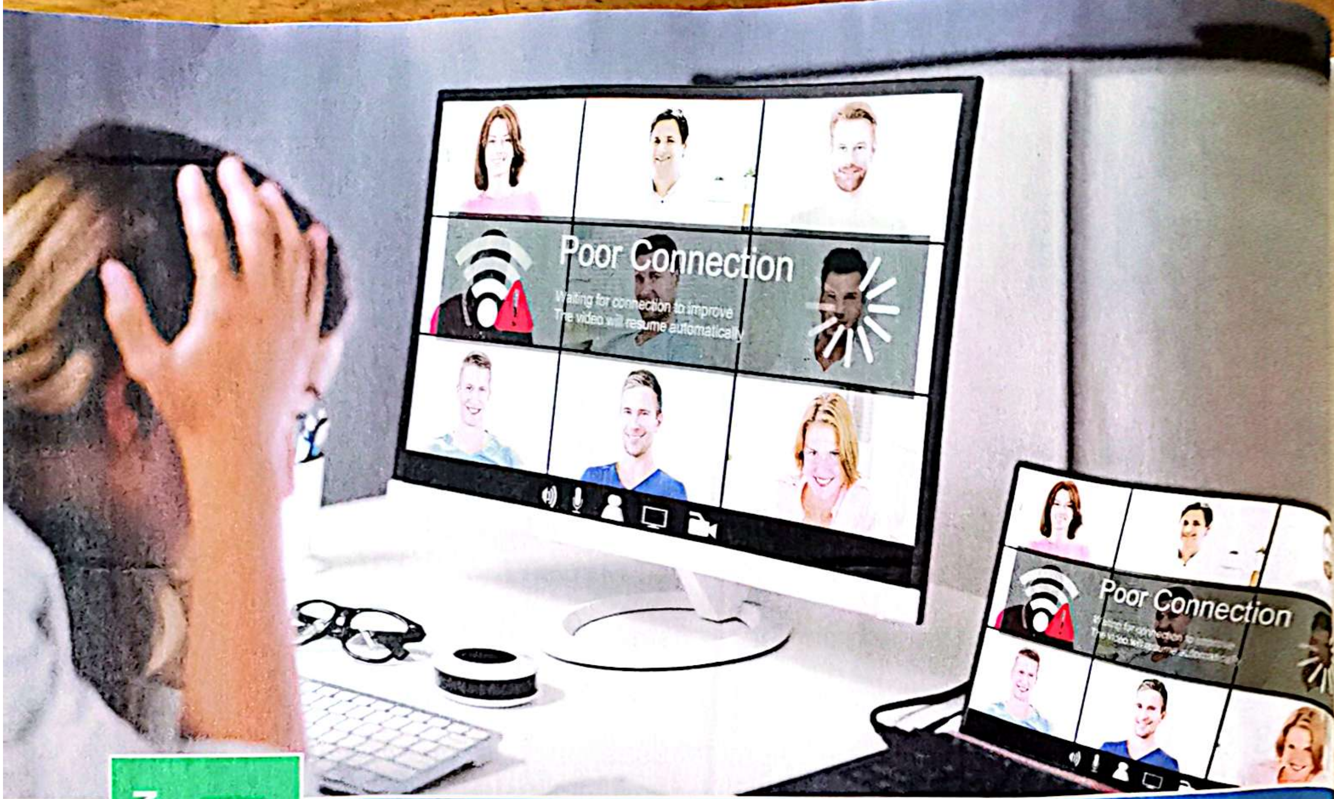
2 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Asking your parents is important before using the internet for buying any product online. (   )
2. IOT is a networking technology that connects wireless mobile devices over a short range. (   )
3. Cable is a long connector that transmits data or power between devices. (   )
4. "EKB" stands for Egyptian Knowledge Bank. (   )

3 Read and circle the correct one.

1. When using the internet, the (wi-Fi - ethernet), is more stable and faster than (Wi-Fi - ethernet).
2. (External Hard Drive - Flash memory) is like an HDD (Hard Disk Drive) but much faster.

يمكنك المراجعة باستمرار (تراكمية) من خلال الصفحة السابقة.



LESSON 5 Internet connection problems and solutions

Learn



Fred Hiebert : فريد هيبرت

He uses : Word, Excel and PowerPoint

يستخدم برامج: معالج الكلمات والجداول الحسابية والعروض التقديمية

- To **make presentations** about his discoveries.

  لإعداد عروض تقديمية حول اكتشافاته.

- To **share his discoveries with colleagues,** ➡ He uses E-mails and video conferencing.

  يستخدم كذلك رسائل البريد الإلكترونى ومؤتمرات الفيديو ليشاركها مع زملائه.

- While using these programs, he can face many problems related to the device he's using or its software, or to a weak or interrupted internet connection.

  أثناء استخدام هذه البرامج، يمكنه أن يتعرض للعديد من المشكلات المرتبطة بالجهاز المستخدم أو برامجه، أو بضعف **الاتصال** بشبكة الإنترنت أو انقطاعه.

Following a process اتباع خطوات محددة

Follow this troubleshooting process to help with computer problems :

1 Identify the problem : حدد المشكلة

What's the issue ? Is it a hardware or software problem ? Have you committed an error that causes the problem ?

ما المشكلة ؟ هل هى مشكلة فى أحد مكونات جهاز الكمبيوتر ؟ أم فى البرمجيات ؟ هل ارتكبت خطأ سبب هذه المشكلة ؟

video conferencing مؤتمر الفيديو troubleshooting اكتشاف المشكلات software برمجيات

2 Think about and plan different ways you might solve the problem.

فكر في طرق مختلفة يمكنك اتباعها لحل المشكلة وخطط لها.

3 Go through your potential solutions to the problem. ادرس الحلول المحتملة للمشكلة.

Try each one until you find a solution or get to your final idea without solving it.

جرب كلًا منها إلى أن ينجح أحدها، أو تصل فكرتك الأخيرة من دون حل المشكلة.

4 Which solution worked ? أي الحلول نجح ؟

- If you didn't solve the problem, what did you learn while trying ?
  How can what you learned help you the next time you try to solve a problem ?
  إذا لم تستطيع حل المشكلة ، فما الذى تعلمته أثناء المحاولة ؟ وكيف يمكن أن يساعدك ما تعلمته في المرة القادمة التى تحاول فيها حل مشكلة ما ؟

5 If you do not find a solution to the problem. إذا لم تتوصل إلى حل للمشكلة.

- You should ask your teacher or a member of your family for help.
  عليك الاستعانة بمعلمك أو بأحد أفراد أسرتك.
- Find different ways to solve problems. التوصل إلى طرق مختلفة لحل المشكلات.
- If an idea you came up with didn't work for a particular problem, it may work for another. إذا لم تنجح فكرة ما توصلت إليها في حل مشكلة معينة، فقد تساهم في حل مشكلة أخرى.

Pop Quiz

▶ **Choose the correct answer from a, b, c or d.**

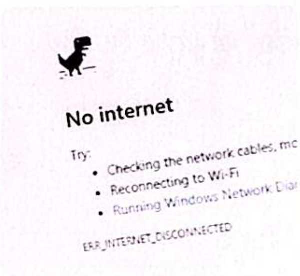
1. 🕮 Mr. Hiebert uses .... to make presentations about his discoveries.
   a. PowerPoint **b.** Facebook **c.** WhatsApp **d.** Bluetooth
2. The first step to solve any computer problem is to .... it.
   a. plan **b.** identify **c.** leave **d.** none of them
3. 🕮 Mr. Hiebert uses .... to share his discoveries with colleagues.
   a. Emails **b.** video conference
   c. PowerPoint **d.** both (a) and (b)

solution حل

Let's discover :

▸ **Common computer problems and possible solutions :**

مشكلات جهاز الكمبيوتر الشائعة وحلولها المحتملة :

Problem المشكلة	**Possible solutions** الحلول المحتملة
1. Computer slows down when opening an app بطء جهاز الكمبيوتر عند فتح أحد التطبيقات 	▸ Shut down and restart it. أغلقه وأعد تشغيله. ▸ Check for software updates. تحقق من تحديثات البرامج. ▸ Delete unwanted apps. احذف بعض التطبيقات غير المرغوب بها.
2. Browser running slow المتصفح يعمل ببطء 	▸ Check Wi-Fi signal. تحقق من الاتصال بال Wi-Fi. ▸ Make sure to update the apps on your device. تأكد من تحديث التطبيقات على جهازك.
3. No internet connection لا يوجد اتصال بالإنترنت  	▸ Use the software to troubleshoot your Wi-Fi connection. استخدم البرمجيات لاكتشاف مشكلات الاتصال بالWi-Fi وحلها. ▸ Check that the router is connected. تأكد من أن جهاز التوجيه متصل. ▸ Restart your router. أعد تشغيل جهاز الراوتر. ▸ Try a new ethernet cable. جرب سلك إيثرنت جديد. ▸ Contact the customer service of your ISP for help. اتصل بخدمة عملاء الشركة التي تعطي لك مزود خدمة الإنترنت للحصول على المساعدة.
4. Slow to download التحميل بطيء 	▸ Restart your computer and router. أعد تشغيل الكمبيوتر وجهاز التوجيه. ▸ Check the internet speed. تحقق من سرعة الإنترنت.

Pop Quiz

▸ **Choose the correct answer from a, b, c or d.**

1. Try a new ethernet cable when ....
   a. there's no internet connection **b.** downloading a file is very slow
   c. apps don't open **d.** browser running slow.

2. 📖 When the browser is running slow, you have to ....
   a. check Wi-Fi signal **b.** delete unwanted apps
   c. restart your router **d.** check the internet speed

customer service	خدمة العملاء	app	تطبيق	shut down	يغلق	update	تحديث
slow down	بطيء	browser	محرك بحث	delete	يحذف		

Stop here !



نقاط هامة وعبارات استرشادية تُمكنك من تلخيص وإتقان الدرس.

استمع إلى
ملخص الدرس

Lesson Summary

- Mr Hiebert uses Word, Excel and PowerPoint to make presentations about his discoveries.
  استخدم مستر فريد هيبرت برامج معالج الكلمات والجداول الحسابية والعروض التقديمية لإعداد عروض تقدمية حول اكتشافاته.
- He uses emails and video conferencing to share them with colleagues.
  واستخدم مؤتمرات الفيديو والبريد الالكترونى لمشاركتها مع زملائة.
- Following a process when trouble shooting will help you find different ways to solve problems. اتباع خطوات عند حل المشاكل سوف يساعدك على إيجاد طرق مختلفة لحل المشاكل.
- If an idea you came up with didn't work for a particular problem, it may work for another. إذا لم تنجح فكرة ما توصلت إليها فى حل مشكلة معينة ، فقد تسهم فى حل مشكلة أخرى .

How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
Internet connection problems and solutions	use – Word – Excel	Mr Hiebert uses Word, Excel and PowerPoint to make presentations about his discoveries.
	share – email	He uses emails and video conferencing to share his discoveries.
	trouble shooting	Follow troubleshooting process to help you to solve problems.
	solution – problem	Go through your potential solutions to the problem.
	slow down – shut down	When your computer slows down while opening an app, shut down and restart it.
	browser – update	When the browser is running slow, you have to make sure to update the apps on your device.
	customer service – internet	When you have no internet connection, contact the customer service of your ISP for help.

General Exercises
On Lesson 5



ممتاز | جيد جدا
جيد | غير جيد

▸ If you got 🔴 you need to revise the lesson again.

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 [غير جيد] قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

1. Previous Exams تدريبات من الامتحانات السابقة

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. One of possible reasons for slow downloads is the internet speed. ( )

[القاهرة - الزيتون]

2. Identifying the problem is the last step in solving computer problems. ( )

[المنيا - سمالوط]

2 Choose the correct answer from a, b, c or d.

1. Mr. Hiebert used .... to share his discoveries with his colleagues.

[القاهرة - البطريركية]

a. Excel b. Word c. video conference d. PowerPoint

2. To solve the problem of slowing down on your computer, ... [الشرقية - الزقازيق]

a. turn off the device and restart it b. restart your router
c. connect the printer d. both (a) and (b)

3. One of the possible solutions to overcome the slow running of an application on the device is to .... [الشرقية - غرب الزقازيق]

a. restart the device b. check software update
c. all of them c. delete unwanted apps

4. When there isn't an internet connection, we should .... [الشرقية - ههيا]

a. check software uploads b. check internet speed
c. check router connection d. shut down the device

3 Complete the following sentences with the appropriate words in brackets.

(letters - video conferencing - identify the problem)

1. The first step to solve a problem is to .... [الجيزة - كرداسة]
2. Fred Hiebert uses emails and .... to share with his colleagues. [الجيزة - ٦ أكتوبر]

2. El Moasser Exercises تدريبات كتاب المعاصر

4 Choose the correct answer from a, b, c or d.

1. To solve a problem, the first step you should do is to ....

a. identify the problem b. plan the problem
c. delete the problem d. define the inputs

2. To solve the problem of computer slows down when opening an app, you can ....
   a. shut down and restart it
   b. check for software updates
   c. both (a) and (b)
   d. none of them
3. When the Browser running slow, you can ....
   a. check Wi-Fi signal
   b. restart computer
   c. shut down the computer
   d. replace the computer

5 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. When there isn't an internet connection, it's good to restart your router. ( )
2. When you have a slow download, update the apps. ( )
3. Mr. Hiebert uses video conferencing to share his discoveries with others. ( )

6 Complete the following sentences with the appropriate words in brackets.

(speed - troubleshooting - Restart the router- Word and Excel)

1. When you want to download a video, check the internet ....
2. .... in case of no internet connection.
3. Follow some .... processes to solve computer problems.
4. .... , ... and PowerPoint are from the ICT tools that Mr. Hiebert uses .

7 Read and write the name of the app or tool.

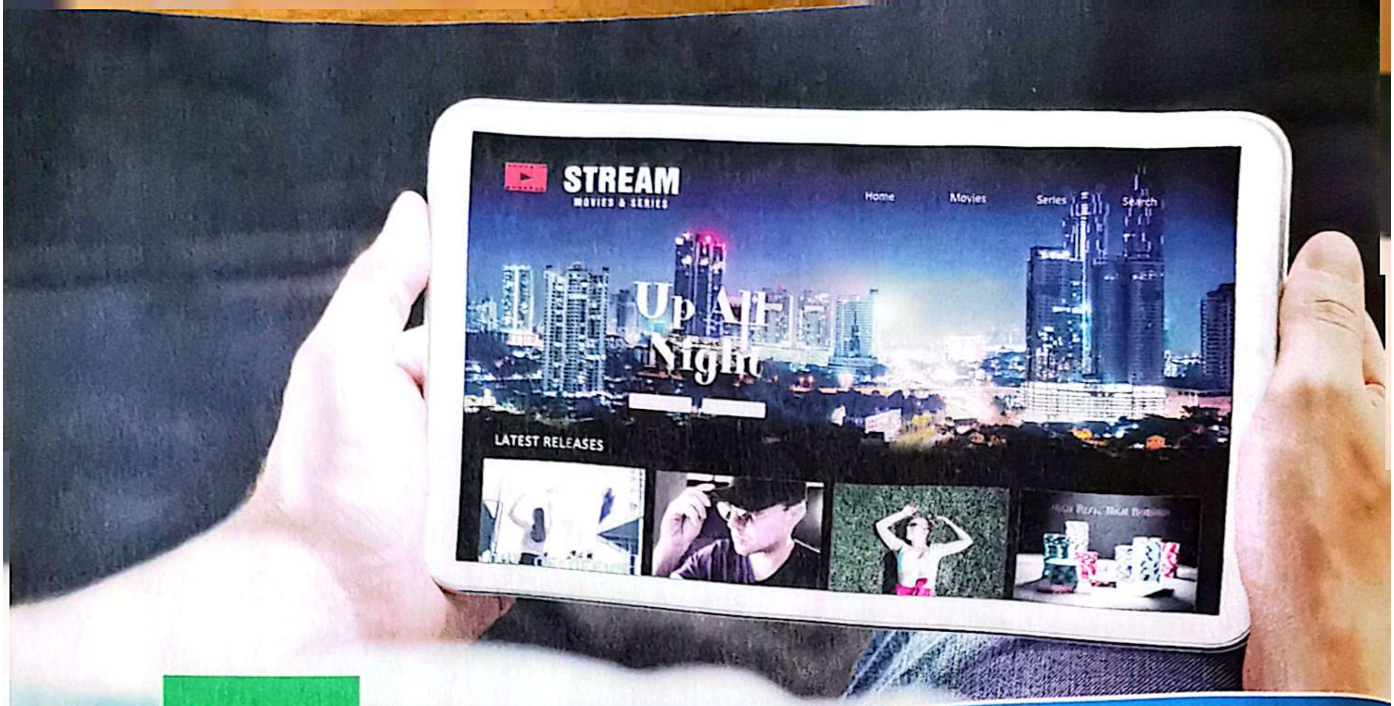
1. Fred Hiebert uses it to make presentation about his discoveries. (..................)
2. To solve a problem, the first step you do is. (..................)
3. When the Browser running slow, you can do this. (..................)
4. Check that the router is connected; in case of. (..................)

8 Rearrange the following steps when solving a problems.

a. Think about the plan different ways. ( )
b. Identify the problem which solution worked. ( )
c. Which solution worked. ( )
d. If you don't find a solution ask for help from teacher or a family members. ( )
e. Go through your potential solution to the problem. ( )

قم بتلوين الدائرة باللون المناسب لمستواك.





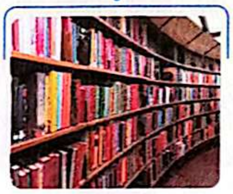
LESSON 6 Digital file management

Learn

How we can find information



QR code
رمز الاستجابة السريعة



School Library
البحث في المكتبة المدرسية



The internet
استخدام الانترنت



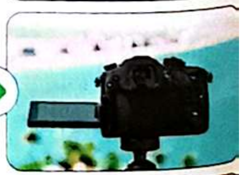
TV programs
البرامج التليفزيونية

How to save and store information ?

Scanner ▶ We use the images scanner and save images for later use.
نستخدم الماسح الضوئى لإدخال وحفظها لاستخدامها لاحقا



digital camera ▶ We can take photos and videos and store them.
يمكننا التقاط الصور ومقاطع الفيديوهات وتخزينهم باستخدام الكاميرا الرقمية



Flash memory ▶ We store and share information.
باستخدام "Flash memory" يمكننا تخزين البيانات ومشاركتها



QR code	رمز الاستجابة السريعة	scanner	جهاز مسح الصور	later	لاحقًا
image	صورة	information	معلومات	store	يخزن
access	يصل إلى	flash memory	ذاكرة متنقلة	save	يحفظ

Pop Quiz

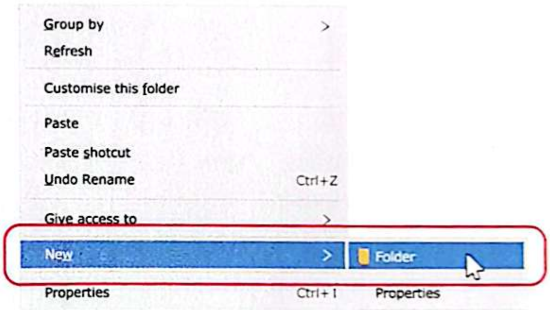
▸ **Choose the correct answer from a, b, c or d.**

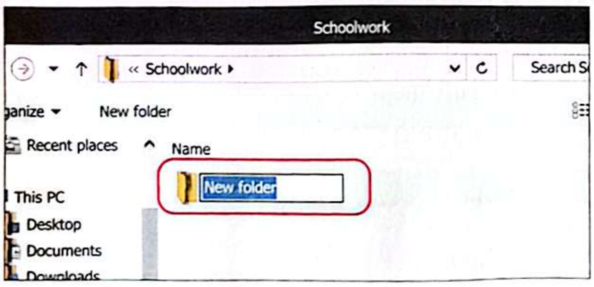
1. .... helps us to access the information by capture it.
   a. QR code **b.** QRR **c.** RQ **d.** Quick code
2. 🕮 The .... are used to store data and information.
   a. microphone and mouse **b.** flash memory and hard disk
   c. mouse and keyboard **d.** flash memory and printer

How to organize using ICT tools

1 Create the main folder إنشاء ملف رئيسي

First	▸ right click
Second	▸ click (New)
Third	▸ click (Folder)





2 Add sub-folders اضف مجلدات فرعية

We can add sub-folders inside the main folder.

يمكننا إضافة ملفات فرعية داخل الملف الرئيسي.

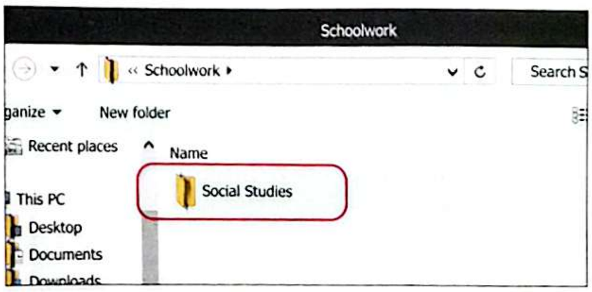
First	▸ Open the main folder
Second	▸ Right click
Third	▸ New folder

3 Give each file a name اعطى اسمًا لكل ملف

You should give each folder a name

يجب أن تعطى لكل ملف اسمًا.

First	▸ Right click
Second	▸ Rename
Third	▸ Type the name



main folder	ملف أساسى	sub-folder	ملف احتياطى - فرعى	create	ينشئ
file	ملف	new	جديد	right click	ينقر بزر الماوس الأيمن

Note

It's better to put an appropriate name for each folder.

من الأفضل إعطاء اسم مناسب لكل ملف.

For Example :

My Documents →	To save your worksheet
Homework →	To save picture
Photographs →	To save pictures
Projects →	To save research
Videos →	To save videos

Pop Quiz

1 Choose the correct answer from a, b, c or d.

1. The folders are used to ....
   - **a.** delete files
   - **b.** print files
   - **c.** organize files
   - **d.** remove files
2. You can ....
   - **a.** copy files and folders
   - **b.** cut folders and files
   - **c.** delete files and folders
   - **d.** all of them

2 Read and circle the correct usage.

1. Right click
   - ☐ To create a folder
   - ☐ To shut down computer
2. Scanner
   - ☐ To input images to the computer
   - ☐ To write letters and words
3. Digital library
   - ☐ Contains numbers and drawings only
   - ☐ Contains the digital books.

Stop here !

استمع إلى ملخص الدرس



نقاط هامة وعبارات استرشادية تُمكنك من تلخيص وإتقان الدرس.

Lesson Summary

- We use the images scanner and save images for later to save and store information. نستخدم الماسح الضوئى للصور ونحفظها لاحقًا لحفظ المعلومات وتخزينها.
- We store and share information with flash memory.
  نقوم بتخزين المعلومات ومشاركتها بالذاكرة المتنقلة.
- **To create a folder :** ① Right Click ②→ New ③→ Folder
  لإنشاء مجلد : انقر بزر الماوس الأيمن على المجلد ← جديد ← مجلد.
- **To add sub-folder :** We can add sub-folders inside the main Folder
  إضافة مجلد فرعى : يمكننا إضافة ملفات فرعية داخل الملف الرئيسى
- **To give a name to a folder :** ① Right Click ②→ Rename ③→ type a name
  إعطاء إسم لكل مجلد
- **To place documents, images, and videos in a folder :**
  By putting each subject in specific folder.
  وضع كل موضوع فى ملف خاص به.

How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
Digital file management	Scanner - images	Scanners can be used to insert images and save them for later use.
	Files - organized	Files must be organized in the computer for easy retrieval.
	QR code	We can use QR to find information.
	Flash memory - scanner	A flash memory and scanner are from computer accessories to find save information.

General Exercises

On Lesson 6



▸ If you got 🔴 you need to revise the lesson again.

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 [غير جيد] قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

🟢 جيد جدا ممتاز

🔴 غير جيد جيد

1. Previous Exams تدريبات من الامتحانات السابقة

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. QR code is used to get information faster. ( ) [القاهرة - الساحل]
2. You can add a main folder inside sub folder to manage files. ( ) [القاهرة - الخليفة والمقطم] [المنوفية - السادات]
3. To store and share information we use flash memory. ( ) [بني سويف - الواسطى]
4. QR helps to find information. ( ) [أسيوط - القصية]
5. A scanner is used to enter pictures and files to the computer. ( ) [الغربية - الغربية]
6. A keyboard can be used to insert images and save it for later use. ( ) [السويس - توصيه الكمبيوتر]

2 Choose the correct answer from a, b, c or d.

1. A command which is used to create new folder is .... [القاهرة - الزيتون]
   a. new b. rename c. name d. delete
2. .... is used to save images on a computer and use them later. [الاسماعيلية - الاسماعيلية]
   a. Scanner b. Printer c. Router d. Router
3. Files are stored using a .... [الجيزة - ٦ اكتوبر]
   a. flash memory b. microphone c. screen d. router
4. From computer accessories .... [الشرقية - غرب الزقازيق]
   a. flash memory b. scanner c. a & b d. none of them
5. You can organize files in computer by creating .... [الاسكندرية - العجمى]
   a. folders b. sub-folders c. scanner d. both (a) and (b)

3 Complete the following sentences with the appropriate words in brackets.

(New - name - folders - flash memory - scanner)

1. The new files on your devices can be organized using .... [القاهرة - الخليفة والمقطم]
2. .... is chosen from the short cut menu to create a new folder. [القاهرة - غرب مدينة نصر]
3. A .... is used to enter pictures and graphics into the computer and save them for later. [سوهاج - جهينة]
4. Information is stored to be shared using a .... [سوهاج - جهينة]
5. .... should be placed for each file to facilitate file management. [بني سويف - ناصر]

4 Match.

(A)	(B)
1. The main folder helps to [المنوفية - قويسنا]	☐ a. It is used to enter pictures into the computer and save them for later.
2. Scanner [سوهاج - جهينة]	☐ b. the results.
	☐ c. sub-folders to be added inside it.

2. El Moasser Exercises تدريبات كتاب المعاصر

5 Choose the correct answer from a,b,c or d.

1. The .... is used to store data and information.
   a. flash Memory   b. screen   c. mouse   d. keyboard
2. To create a folder, right click then select .... then folder.
   a. Open   b. New   c. Save   d. Print
3. 📖 The .... is used to scan the image and store it on the computer.
   a. scanner   b. printer   c. keyboard   d. mouse
4. Inside the main folder you can add ....
   a. files   b. folders   c. files and folders   d. papers
5. .... code helps us to find information camera.
   a. QR   b. QRR   c. RQ   d. Quick code
6. 📖 To organize our files' we should .... each folder.
   a. name   b. remove   c. redo   d. print
7. To create a folder, press .... click then select new then folder.
   a. left   b. right   c. top   d. bottom

6 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. A scanner helps us to access the images by saving it. (   )
2. 📖 You can use camera to input images to your computer. (   )
3. A flash memory and hard disk are used to store data and information. (   )
4. The folders are used to organize files. (   )
5. You can't create folder on flash memory. (   )
6. After creating a folder, we press on Shift key. (   )
7. A screen is used to scan images and store them on the flash memory. (   )
8. 📖 The ICT tools enable us to manage digital files. (   )
9. You can copy, cut and delete a folder and restore it. (   )

7 Match.

(A)	(B)
1. Scanner	☐ **a.** is used to organize files.
2. Folder	☐ **b.** helps us to input images.

8 Complete the following sentences with the appropriate words in brackets.

(scanner - Flash memory - Screen - Digital library)

1. We use a .... to input images to computer.
2. 🕮 .... contains the digital books.
3. .... is used to display text, videos, and images.

9 🕮 Look at the files shown in the two figures below. Which file system is better organized? Explain why .



10 Read and write the name of the app or tool.

1. It is used to scan the image and store it on the computer. (....................)
2. 🕮 It is used to store data and information. (....................)
3. After typing the folder name, press on it from the keyboard. (....................)
4. Are used to organize files. (....................)

11 Read and circle the correct one.

1. Inside the folder you can add sub (Files – Folders), but we can change the name of the folder using command (Rename – New name).
2. (QR code – Bluetooth) helps us to access the information by scanning with the mobile camera.



قم بتلوين الدائرة باللون المناسب لمستواك. ◯

Revision
on Lessons 5 & 6



مراجعة عامة على الدرسين الخامس والسادس في ورقة واحدة

Lesson 5 : Internet connection problems and solution.

Common computer problems and possible solutions

Problem	Possible solution
1. Computer slows down when opening an app. 	▸ Shut down and restart it. ▸ Check for software updates. ▸ Delete unwanted apps.
2. Browser running slow. 	▸ Check Wi-Fi signal. ▸ Make sure to update the apps on your device.
3. No internet connection. 	▸ Use the software to trouble shoot your Wi-Fi connection. ▸ Check that the router is connected. ▸ Restart your router. ▸ Try a new Ethernet cable. ▸ Contact the customer service of your ISP for help.
4. Slow to download. 	▸ Restart your computer and router. ▸ Check the internet speed.

Lesson 6 : Digital file management

1 Information is everywhere

▸ Students are finding information in :

- QR code
- School Libraries 
- Internet 
- TV programs 

2 Store information

1. Scanner :

▸ It's used to save images for later use.



2. Flash memory :

▸ It's used to store and share information.



3. Digital camera:

▸ It's used to take photos and videos and store them



Accumulative Test

On Lessons 1, 2, 3, 4, 5 & 6



اختبار تراكمى على الدروس من الأول للسادس.

1 Choose the correct answer from a, b,c or d.

1. A .... is used to store data and information.
   a. flash memory b. screen c. mouse d. keyboard
2. 🕮 To create a folder, right click then select .... then folder.
   a. Open b. New c. Save d. Delete
3. Fred Hiebert uses .... to share his discoveries to others.
   a. e-mail b. video conference c. both (a) & (b) d. none of them
4. 🕮 To solve a problem, the first step you do is to ....
   a. identify the problem b. plan the problem
   c. delete the problem d. none of them
5. A .... is used to scan the image and store it on the computer.
   a. scanner b. printer c. keyboard d. screen
6. To change the folder name, select the command ....
   a. name b. rename c. redo d. delete

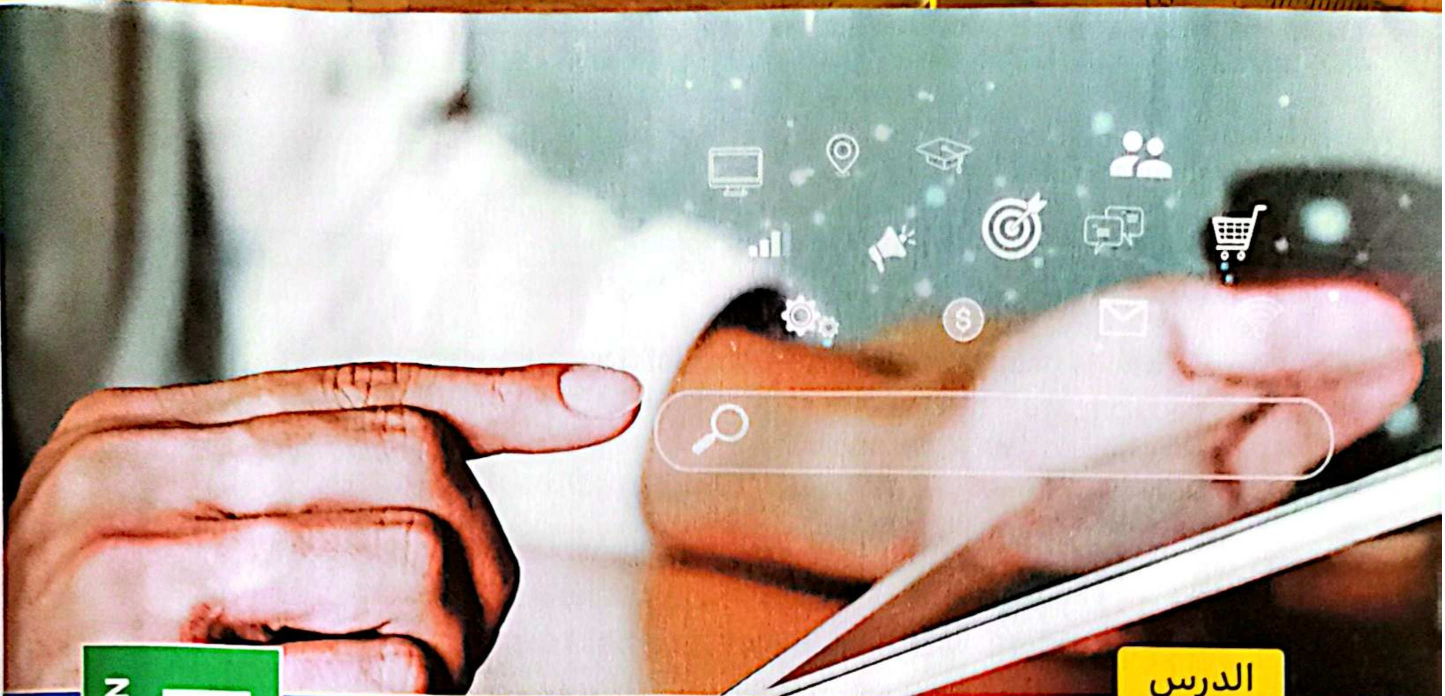
2 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. 🕮 QR (Quick Reader) helps us to access the information by scanning with the mobile camera. (   )
2. Screen is used to scan images and store it on the flash memory. (   )
3. 🕮 From the possible solutions of the "slow to download" problem, use the software to troubleshoot your Wi-Fi connection, restart your router. (   )
4. The ICT tools enable us to manage digital files. (   )
5. Mr. Hiebert uses Excel program to make presentations. (   )

3 Read and write the name of the app or tool.

1. Is a long connector that transmits data or power between devices. (.............)
2. Is a part of the internet network, made up of webpages that people can navigate. (.............)
3. Is an abbreviation of Internet service provider. (.............)
4. Is an abbreviation of Local Area Network. (.............)

يمكنك المراجعة باستمرار (تراكمية)
من خلال الصفحة السابقة.



LESSON 7

Information search strategies

الدرس للإطلاع

Learn

The internet الإنترنت

• When you search for information, we should decide what we exactly want.

عندما نقوم بالبحث عن معلومات ، فإننا يجب علينا أن نحدد بدقة ما نريد.

Follow these steps :

1. Plan your searches. خطط لأبحاثك.
2. Analyze the information you find. حلل المعلومات التى تجدها.
3. Check the information you find critically. تحقق من المعلومات التى تجدها بأسلوب ناقد.
4. Process and organize information before completing your work. انتقى ونظم المعلومات قبل استكمال عملك.
5. Evaluate the information you select. قيم المعلومات التى تختارها.

Let's discover :

▸ **How do you work collaboratively with classmates to do research?**

كيف تتعاون مع زملائك فى الفصل لعمل بحث.

1. Decide on a topic. اختر موضوع بحثك.
2. Break the topic down into smaller subtopics. قسم الموضوع إلى موضوعات فرعية أصغر.



decide	يحدد	process	عمليه	plan	يخطط
analyze	يحلل	information	معلومات	check	يتحقق
topic	موضوع	organizing	تنظيم	work	عمل



3. **Share the knowledge** with your classmates.

شارك معلوماتك مع زملائك في الفصل

4. **Decide who is going to search for which information.**
   - It's good practice for two people to search for the same information and then share and contrast their results.

حدد لكل زميل معلومات يبحث عنها. من الجيد أن يبحث زميلان عن المعلومات نفسها ثم يتشاركان نتائجهم وبياناتهم.

5. **Decide on keywords for searches about the subtopics.**
   - It is not a good idea to use full sentences when searching.

حدد كلمات مفتاحية للبحث عن الموضوعات الفرعية. إذ لا يُنصح باستخدام جمل كاملة أثناء البحث.

6. **Share your results.**
   - Decide how to select and organize the information, and then how to organize it for presentation.

شارك نتائجك. وحدد كيفية انتقاء المعلومات وتنظيمها، ثم كيفية تنسيقها من أجل أعداد عرض تقديمي.

Pop Quiz

▶ **Reorder the following steps to search for information :**

a. Organize your results in a presentation. ☐

b. Decide on key words for searching about subtopics. ☐

c. Decide on a topic. ☐

d. Break the topic down into smaller subtopics. ☐

e. Decide how to select and organize the information. ☐

Remember :

The useful strategies when performing online research and recording results.

الاستراتيجيات الفعالة عند البحث عبر شبكة الإنترنت وتسجيل النتائج.

1. Sometimes you might have to try different keywords in your online searches.

١. قد تحتاج أحيانًا إلى تجربة كلمات مفتاحية مختلفة أثناء بحثك عبر الانترنت.

2. Consider using synonyms of the words.

٢. فكر في استخدام مرادفات الكلمات.

3. Use the same strategies above, but with different words with similar meanings.

٣. اتبع الاستراتيجيات الموضحة أعلاه، لكن باستخدام كلمات مختلفة لها معانٍ متشابهة.

select	يحدد	result	نتائج	subtopic	موضوع فرعي
knowledge	معلومات / معرفة	presentation	عرض تقديمي		

Stop here !



نقاط هامة وعبارات استرشادية تُمكنك من تلخيص وإتقان الدرس.

استمع إلى ملخص الدرس

Lesson Summary

- **To research for information :** - للبحث عن معلومات:
  - Decide on a topic. اختر موضوع بحثك.
  - Break the topic down into smaller subtopics. قسم الموضوع إلى موضوعات فرعية أصغر.
  - Decide on keywords for searches about the subtopics. حدد كلمات مفتاحية للبحث عن الموضوعات الفرعية.
  - Decide how to select and organize the information. حدد كيفية انتقاء وتنظيم المعلومات.
  - Organize your results in a presentation. نظم نتائجك فى عرض تقديمى.

- **The strategies you will go with when searching for information :** الاستراتيجيات التى ستتبعها عند البحث عن المعلومات :
  - Plan your searches. خطط لأبحاثك.
  - Analyze and check the information you find critically. حلل وتحقق من المعلومات التى تجدها بأسلوب ناقد.
  - Decide exactly what information you want. حدد المعلومات التى تريدها.
  - Process and organize information. حلل ونظم المعلومات.
  - Type the right keywords. اكتب الكلمات المفتاحية الصحيحة.

How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
Information search strategies	internet - big	The internet is very big and you must decide exactly what information you want.
	plan - searches	You should plan your searches.
	check - critically	Check the information you find critically.
	share - knowledge	Share the knowledge with your classmates.
	keywords - subtopics	Decide on keywords for searches about the subtopics.
	strategies	Use the same strategies above, but with different words with similar meanings.

General Exercises
On Lesson 7



▸ If you got 🔴 you need to revise the lesson again.

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 (غير جيد) قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

ممتاز 🔵 جيد جدا 🟢
جيد 🟡 غير جيد 🔴

1. Previous Exams تدريبات من الامتحانات السابقة

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. You must evaluate, select, and organize the information you find. ( )
[البحيرة - التحرير]
2. The first thing to do when conducting research is to divide the research into several subtopics. [القاهرة - حدائق القبة] ( )
3. It isn't important to analyze and check the information you are collecting via the internet. [الإسكندرية - العجمى] ( )

2 Choose the correct answer from a, b, c or d.

1. In search strategy, you must first .... [المنوفية - سرس الليان]
 a. share results b. decide on keywords
 c. decide on a topic d. break into subtopics
2. To conduct research with your classmates, you should break the topic into .... [بنى سويف - الواسطى]
 a. subtopics b. results
 c. keywords d. none of them
3. To conduct research with your classmates, you should decide on .... for searches at first. [بنى سويف - الواسطى]
 a. none of them b. results c. presentation d. topics
4. When we searching we break the topics into .... subtopics. [الجيزة - أبو نمرس]
 a. smaller b. bigger c. wider d. none of them

3 Complete the following sentences with the appropriate words in brackets.

(bigger - smaller - knowledge)

1. When searching on the internet divide the topic down into .... subtopics.
[البحيرة - الدلنجات]
2. Share the .... with your classmates. [الجيزة - كرداسة]

2. El Moasser Exercises تدريبات كتاب المعاصر

4 Choose the correct answer from a, b, c or d.

1. When searching for information, it is important to .... your searches.
   a. plan b. delete c. publish d. republish
2. The information you first find when searching needs .... before using it.
   a. writing b. evaluating c. sharing d. sending
3. .... are important for us to follow when searching on a topic on the internet .
   a. Sending, shutting and removing
   b. Organizing, selecting, and evaluating
   c. Both (a) and (b)
   d. None of them
4. When conducting search, sometimes you might have to try .... keywords in with similar meanings.
   a. similar b. different c. both (a & b) d. bigger

5 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

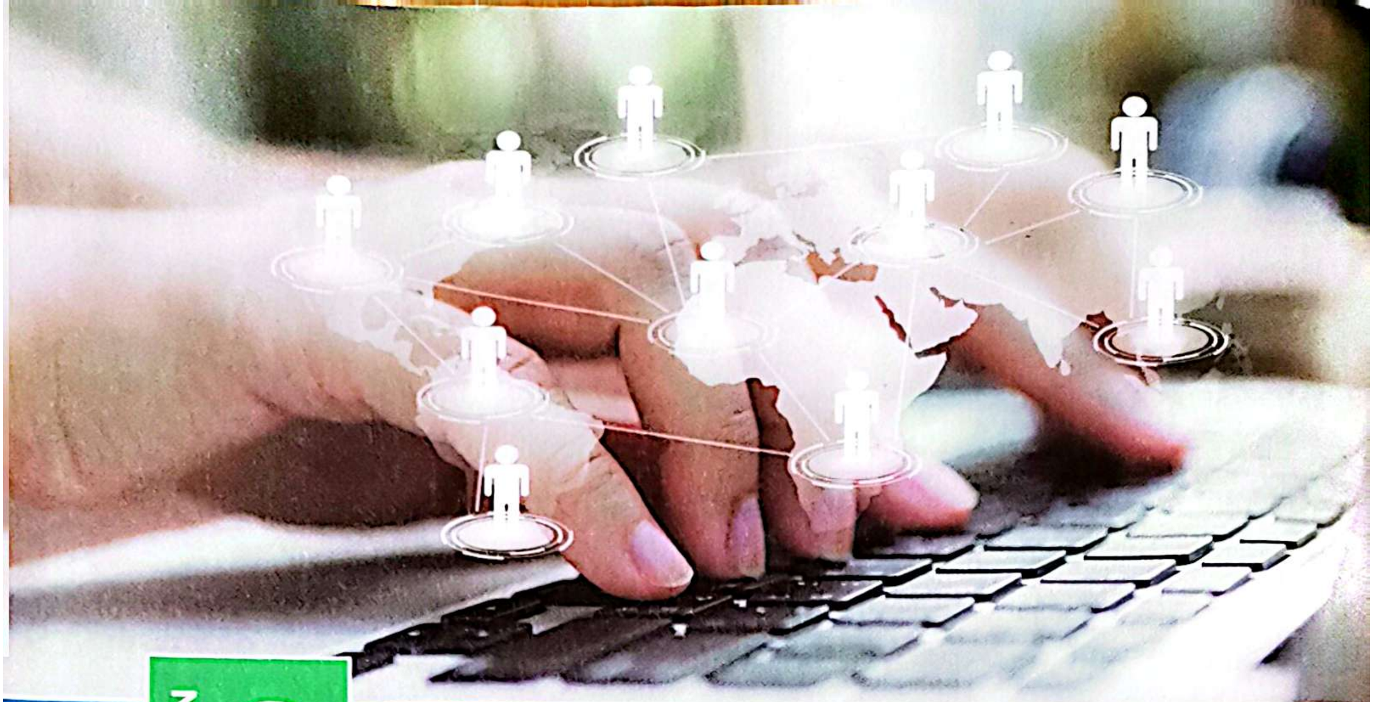
1. It is important to work collaboratively with classmates when constructing knowledge. ( )
2. When searching on a topic, you can decide the topic then break it into a bigger subtopic. ( )
3. Using keywords when searching online is a good idea to find accurate results. ( )

6 Read and correct words between brackets.

1. First you need to (Write) the information you first find when searching. (..............)
2. (Break into subtopics) the first thing to do when conducting research is. (..............)
3. Using (any words) when searching online is a good idea to find accurate results. (..............)

قم بتلوين الدائرة باللون المناسب لمستواك. ○





LESSON 8 Sharing information

Learn

▶ **Use graphs and charts.** استخدام المخططات والجداول.

• Create a graph or chart to share information.
أنشئ مخططًا أو جدولًا لمشاركة المعلومات.



▶ **Communicating with ICT tools.**

التواصل باستخدام أدوات تكنولوجيا المعلومات والاتصالات.

• When sharing information online, you must decide which information should be shared using an intranet network or the internet.
عند مشاركة المعلومات إلكترونيًا، عليك أن تقرر ما الذى يجب مشاركته عبر شبكة إنترانت أو شبكة الإنترنت.

Let's identify :

Compare between intranet network and internet :

Intranet	Internet
- An intranet is used to share in a closed network. يستخدم الإنترانت لمشاركة المعلومات عبر شبكة مغلقة.	- The internet is used to share over the web. يستخدم الإنترنت لمشاركة المعلومات عبر شبكة عالمية.
- It is more secure. هى أكثر أمانًا. 	- It's less secure. هى أقل أمانًا. 

information	معلومات	online	عبر الإنترنت	decide	يقرر	network	شبكة
sharing	مشاركة	less secure	أقل أمانًا	more secure	أكثر أمانًا		

05 min Pop Quiz

▶ **Choose the correct answer.**

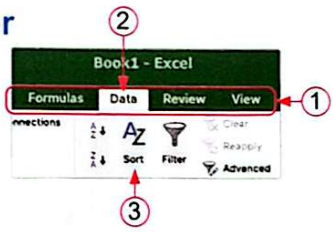
1. The .... is used to share over the web and is less secure.
   a. internet **b.** intranet **c.** network **d.** closed network
2. The intranet is .... secure.
   a. more **b.** less **c.** both (a & b) **d.** none of them

Use Microsoft Excel :

استخدام برنامج مايكروسوفت إكسل :

▶ Sorting info in alphabetical order

ترتيب المعلومات أبجديًا :



▶ Go to the toolbar.

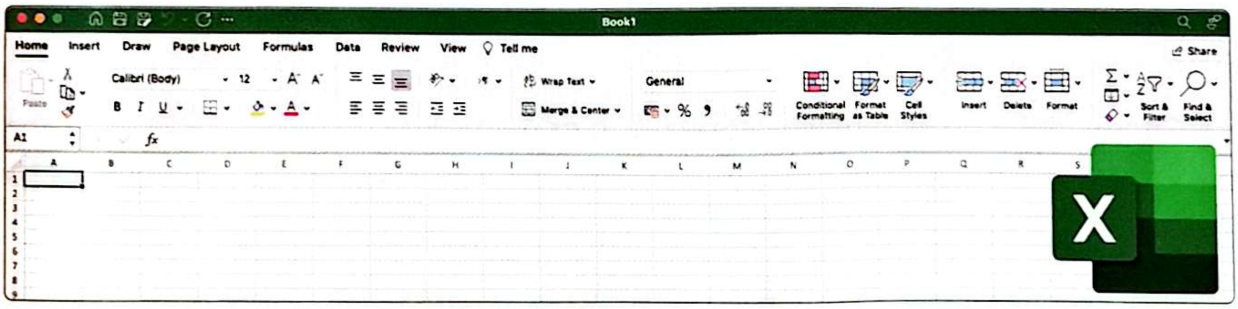
اذهب إلى شريط الأدوات.

▶ Click on Data.

انقر على علامة التبويب "بيانات".

▶ Then click on Sort.

ثم انقر على "فرز".



▶ You can set formulas in cells to add(+), subtract(–), multiply (x), or divide (/) :

يمكنك إنشاء صيغ بسيطة فى الخلايا للجمع [+]، أو الطرح [-]، أو الضرب [×]، أو القسمة [/].

▶ Click on the cell you want to set a formula.

انقر على الخلية التى تود إنشاء صيغة بسيطة فيها.

- Type «=». This tells Excel you are creating a formula.

اكتب علامة يساوى [=]. ذلك يخبر برنامج Excel بأنك ستنشئ صيغة بسيطة

▶ Decide which cells are in your formula.

حدد الخلايا التى تود إدراجها فى صيغتك البسيطة.

- Reference the letters (top of columns) and numbers (numbers to the left of the rows)

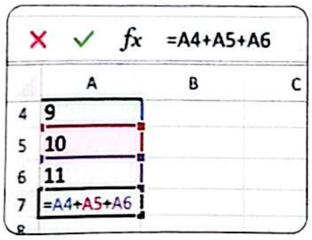
الإشارة إلى الأحرف [أعلى الأعمدة] والأرقام [على يسار الصفوف].

toolbar	شريط الأدوات	columns	أعمدة	formula	صيغة بسيطة	order	ترتيب
sort	فرز / صنف	row	صف	reference	يشير	alphabetical	أبجدي
cell	خلية	data	بيانات	numbers	أرقام	set	ينشئ

Examples :

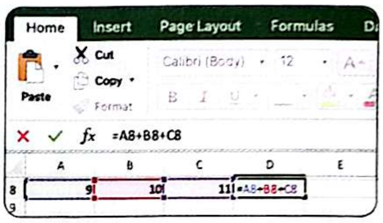
Let's say you wanted to add numbers from the same column (A), but different rows (4-6). The column information would still come first : = A4 + A5 + A6

لنفترض من أنك أردت إضافة أرقام من العمود نفسه (A)، لكن من صفوف مختلفة (4 – 6). فى هذه الحالة أيضًا ستأتى بيانات للعمود أولًا : A4 + A5 + A6 =



Let's say you want to add the data from columns A , B , and C, row 8. You would type the following in the cell that will create the formula : = A8 + B8 + C8

لنفترض أنك تريد جمع القيم الواردة فى الأعمدة A، B، و C من الصف 8. فى هذه الحالة، ستكتب ما يلى فى الخلية التى ستنشئ لك الصيغة البسيطة : A8 + B8 + C8 =



Pop Quiz

▶ **Choose the correct answer from a, b, c or d.**

1. 🕮 In Excel program the symbol .... is used at the beginning of writing in a cell to refer to calculation process.
   a. x **b.** = **c.** + **d.** ?
2. The cell B5 locates in ....
   a. column 5 and Row B
   b. column B and Row 3
   c. column B and Row 5
   d. column A and Row 5

Stop here !



استمع إلى
ملخص الدرس

نقاط هامة وعبارات استرشادية تُمكنك من تلخيص وإتقان الدرس.

Lesson Summary

- The internet is used to share information over the web and is less secure.
  يستخدم الإنترنت لمشاركة المعلومات عبر شبكة الويب وهى أقل أمانًا.

- The intranet is used to share information in a closed network and is more secure.
  يستخدم الإنترانت للمشاركة فى شبكة مغلقة وهى أكثر أمانًا.

- To sort info in alphabetical order : لتصنيف المعلومات بالترتيب الأبجدى :
  1. Go to the toolbar. اذهب إلى شريط الأدوات.
  2. Click on Data. انقر على التبويب «البيانات».
  3. Then click on sort. ثم انقر على «فرز».

- To set formulas in cells to add(+), subtract(–), multiply (x), or divide (/) :
  لإنشاء صيغ بسيطة فى الخلايا للجمع [+]، أو الطرح [-]، أو الضرب [×]، أو القسمة [/] :

  • Click on the cell you want to set a formula. Type "=" This tells Excel you are creating a formula.
  انقر على الخلية التى تود إنشاء صيغة لها. اكتب فيها علامة «=» . ذلك يخبر Excel بأنك ستنشئ صيغة بسيطة.

  • Decide which cells are in your formula. Reference the letters (top of columns) and numbers (numbers to the left of the rows).
  حدد الخلايا تود إدراجها فى صيغتك البسيطة. قم بالإشارة إلى الأحرف [أعلى الأعمدة] والأرقام الموجودة [على يسار الصفوف].

How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
Sharing information	less secure - internet	The internet is used to share information over the web and is less secure.
	more secure - intranet	The intranet is used to share information in a closed network and more secure.
	Excel - formulas	We use Excel to create formulas.
	data - arranged	The data in cells can be arranged alphabetically.
	add - Excel	You can add or subtract any data using Microsoft Excel.

General Exercises
On Lesson 8



▸ If you got 🔴 you need to revise the lesson again.

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 (غير جيد) قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

🟢 جيد جدا
🔴 غير جيد

1. Previous Exams تدريبات من الامتحانات السابقة

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. The internet is used to share over the web and is more secure. ( ) (الجيزة - أبو نمرس)
2. You can add or subtract any data using Microsoft Excel. ( ) (الجيزة - 6 اكتوبر)
3. To sort the information in alphabetical order by Excel, go to the toolbar then click on data then click on sort. ( ) (سوهاج - جهينة)

2 Choose the correct answer from a, b, c or d.

1. .... is a program to create graphs. (جيزة - أبو نمرس)
   a. Word b. Excel c. E-mails d. PowerPoint
2. To create a simple formula in a cell, first type the .... , this tells Excel you are creating a formula. (جيزة - 6 اكتوبر)
   a. sign "=" b. sign "x" c. sign "/" d. sign "+"
3. The program .... is used to perform simple formulas. (جيزة - كرداسة)
   a. Excel b. PowerPoint c. Word d. Paint
4. To add any two numbers in Excel, select the cell and write a mark .... (الجيزة - أوسيم)
   a. quotation " " b. equals = c. brackets ( ) d. subtract (–)
5. Network used to share information and less secure is ....
   a. network b. internet c. intranet d. none of them

2. El Moasser Exercises تدريبات كتاب المعاصر

3 Choose the correct answer from a, b, c or d .

1. .... is used to sort data alphabetically and organizing data.
   a. Excel b. Word c. PowerPoint d. Paint
2. To type a formula in a cell in Excel program, type .... at the beginning of equation.
   a. + b. - c. = d. ?
3. The .... is used to share over the web and is less secure.
   a. internet b. intranet c. network d. closed network
4. .... is used to share in a closed network and is more secure.
   a. Internet b. Intranet c. Network d. Open network
5. When a cell is in column A and the fourth row, the cell is called ....
   a. A4 b. 4A c. A4A d. A5
6. If you want to calculate the sum of values in cells A1 , A2 and A3, we write the formula ....
   a. =A1+A2+3A b. =AAA+123 c. =A1+A2+A3 d. A1 + A2 + A3 =

4 Read and correct words between brackets.

1. (LAN) is used to share over the web and is less secure. (..............)
2. (Columns) in Excel are labeled with letters. (..............)
3. (/) symbol means multiplication in Excel program. (..............)

5 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1· The intranet is used to share over the web and is less secure· ( )
2· Rows in Excel are labeled with letters· ( )
3· The cell B5 is located in column (5) and row (B)· ( )
4· The internet is used to share in a closed network and is more secure· ( )
5· Columns in Excel are labeled with numbers· ( )
6· The intranet is a private information for sharing information· ( )
7· The data in Excel program can't be arranged alphabetically· ( )
8· The internet is used to share information and is less secure· ( )
9· In Excel program the symbol (=) is used at beginning of writing in a cell to refer to calculation process· ( )

6 Match each symbol with the correct meaning·

The Symbol	The meaning
1. +	☐ Subtraction
2. *	☐ Division
3. /	☐ Multiplication
4. –	☐ Addition

7 Answer the following formula.

Suppose cell A1 has a value of 10 and cell B2 has a value of 2

- = A1 + B2 ....
- = A1 / B2 ....
- = A1 - B2 ....
- = A1 * B2 ....
- = A1 + A1 ....
- = B2 + B2 ....

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Revision
on Lessons 7 & 8



مراجعة عامة على الدرسين السابع والثامن فى ورقة واحدة.

Lesson 7 : Information search strategies

How do you work collaboratively with classmates to do research?



1. Decide on a topic.
2. Break the topic down into smaller subtopics.
3. Share the knowledge with your classmates.
4. Decide who is going to search for which information.
5. Decide on keywords for searches about the subtopics.
6. Share your results.

Lesson 8 : Sharing information

Compare between intranet network and internet :

Intranet	Internet
- An intranet is used to share in a closed network.	- The internet is used to share over the web.
- It is more secure. 	- It's less secure. 

General Exercises
On Theme 1

▸ If you got 🔴 you need to revise the lesson again.

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 [غير جيد] قم بمراجعة الوحدة مرة أخرى.

🔵 ممتاز	🟢 جيد جدا
🟡 جيد	🔴 غير جيد

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. The Ministry of Education provides many digital resources to explain the study materials. [المنوفية - قويسنا ٢٠٢٣] ( )
2. Scientist Fred Hiebert uses modern technological tools in his daily life. [سوهاج - جهينة ٢٠٢٣] ( )
3. A Kilobyte is a unit of measurement equals to 100 bytes. [سوهاج - طهطا] ( )
4. HDMI transmits audio and video to and from / to devices. [المنوفية - المنوفية] ( )
5. The internet is more secure and private than the intranet. [البحيرة - التحرير] ( )
6. A school's computer lab could have its own open computer network. ( )
7. 📖 Braille makes reading difficult for people of determination. ( )
8. Bluetooth is a networking technology that connects mobiles over a short range. [الجيزة - أبو النمرس] ( )
9. E-mail can be used for formal communication. ( )
10. 📖 Defining the problem is the first step in solving the problem. ( )
11. Mr Hiebert uses GPR to design a presentation for his discoveries. [أسيوط - القصبة] ( )
12. 📖 QR code is used to get information quickly and easily. [القاهرة - الخليفة والمقطم] [المنيا - سمالوط] ( )
13. To create a new folder, click on rename order. [بنها - توجيه الكمبيوتر وتكنولوجيا المعلومات] ( )
14. You can enter files inside folder. [سوهاج - منشأة] ( )
15. 📖 A lot of information you first find when searching will need evaluation. ( )
16. It isn't a good idea to use full sentences when searching. [الدقهلية - أجا] ( )
17. Decide keywords for searches about the sub-topics. [البحر الأحمر - الغردقة] ( )
18. The data in cells cannot be arranged alphabetically. [المنيا - سمالوط] ( )
19. 📖 The (=) symbol is written at the beginning of the cell in which you want to create a simple formula. ( )

2 Complete the following sentences with the appropriate words in brackets.

(EKB – identify the problem – archaeologist – knowledge)

1. Mr. Hiebert is an .... and explorer at national geographic.
2. .... is available for free and provides reliable information.
3. The first step in solving a problem is to ....
4. Share the .... with your classmates.

3 Choose the correct answer from a, b, c or d.

1. .... is advising or training someone on a subject you have a lot of experience in. [الدقهلية - منشية النصر ٢٠٢٣]
   a. Excel b. QR code c. Mentoring d. Word
2. 📖 To display the research results in an interesting way, use ....
   a. PowerPoint b. Word c. Excel d. Zoom
3. .... measures the number cycles CPU carries out per second. [الغربية - الغربية]
   a. GHz b. Byte c. GB d. Mbps
4. .... is the smallest unit to measure data storage. [المنوفية - شبين الكوم]
   a. Mbps b. Kilobyte c. Bit d. Gb
5. 📖 The .... is used to share information in a closed and private network.
   a. internet b. intranet c. computer d. gateway
6. The abbreviation code for the term World Wide Web is .... [القاهرة - التبين]
   a. GPS b. GPR c. WWW d. ISP
7. You can use .... applications to buy anything on the internet. [الأقصر - الأقصر]
   a. braille b. e-commerce c. digit privacy d. bluetooth
8. When a computer slows down when open an app, ... [سوهاج - المنشأة]
   a. check for software updates b. check Wi-Fi signal
   c. restart you router d. contact customer service
9. .... helps us to manage files. [بني سويف - الواسطى]
   a. Scanner b. Flash memory c. Folder d. Excel
10. You must .... the information you find. [كفر الشيخ - بلطيم]
   a. need b. sell c. analyze d. buy
11. The internet is a/an .... computer network. [منيا - مطاى]
   a. open b. closed c. private d. none of them

4 Read and circle the correct one.

1. To solve the problem of computer slows down when opening an app, you can (remove the app - check for software updates).
2. (Identify the problem – Delete the problem) is the first step to solve problem.

5 Read and circle the correct usage.

1. The intranet
   - ☐ For closed network ☐ For open network
2. Online shopping
   - ☐ allows watching films ☐ allows buying products via internet
3. Check Wi-Fi signal
   - ☐ To fix the problem of Browser running slow.
   - ☐ To fix the the problem of the mouse.

6 Read and correct words between brackets.

1. (Find a solution) is the first step to solve the problem. (……………)
2. Check that the router is connected in case of (an app doesn't open). (……………)
3. Mr. Hiebert makes (drawing) to share his discoveries to others. (……………)

7 Read and write the name of the app or tool.

1. Fred Hiebert uses it to prepare presentation. (……………)
2. A device that connects a computer to the internet via Wi-Fi or ethernet. (……………)
3. Household items can be part of a network, too. This is called. (……………)
4. To solve problem, the first step you do is. (……………)

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THEME 2

Digital safety and security precautions

▶ **In this theme, you will learn about :**

- How to stay safe online.
- How to protect yourself, your personal information and your data.
- How to conduct online research using reliable sources, follow online rules and laws and respect other people's creative work.



LESSON 1

Explorer in action

الدرس للإطلاع

Learn



- **Jeff Kerby is an ecologist and a photographer.**
  • چيف كيربى عالم بيئى ومصور فوتوغرافى :
- Jeff Kerby has worked on exciting photography expeditions in Africa, North America, and the Arctic.
  • شارك چيف كيربى فى بعثات تصوير فوتوغرافى مشوقة فى إفريقيا وأمريكا الشمالية والقطب الشمالى.
- Jeff Kerby mainly photographs landscapes and animals.
  • چيف كيربى أكثر ما يصوره هى المناظر الطبيعية والحيوانات. للمنطقة التى يزورها.
- Photography expeditions are trips to places where one takes photographs of the area.
  بعثات التصوير الفوتوغرافى هى رحلات إلى أماكن يلتقط فيها الشخص صورًا.

- Jeff kerby's trip preparations : - تحضيرات رحلة چيف كيربى :

1. preparations **2.** tools

1 Preparations

To prepare for a trip "Jeff"
للاستعداد للرحلة يقوم چيف بـ

considers exactly where he's going. التفكير جيدًا فى المكان الذى سيتجه إليه	thinks of what he is going to do there. التفكير فى الأشياء التى سيفعلها هناك	thinks of how he will carry out his work securely. التفكير فى كيفية تأدية عمله بأمان

ecologist	عالم بيئى	trips	رحلات	landscapes	مناظر طبيعية
expeditions	بعثات	photographer	مصور فوتوغرافى	preparations	تحضيرات

2 Tools

▶ **Mr. kerby travels with these tools :**

Camera

- with several camera lenses and batteries.

الكاميرا الخاصة به مع العديد من عدساتها، وبطارياتها.



Laptop

جهاز كمبيوتر محمول.



Hard drives

محركات أقراص صلبة.



Phone

- to take quick photos.

هاتف محمول لالتقاط صور سريعة.



GPS

- to navigate location.

التنقل باستخدام الـ GPS.



Drone

طائرة من دون طيار



At the end of each day,

- Mr. Kerby backs up all of the images he has taken with his camera or drone onto two external hard drives.

يحرص جيف كيربي في نهاية كل يوم على إنشاء نسخة إحتياطية من جميع الصور التى التقطها بالكاميرا أو بالطائرة من دون طيار على محركي قرص صلب خارجي.

- If he needs to share any photos with his colleagues immediately, he uses cell phone applications.

إذا احتاج إلى مشاركة أى صور مع زملائه على الفور، فإنه يستخدم تطبيقات الهاتف المحمول.

navigate	يتنقل	cell phone	هاتف محمول	images	صور	photos	صور فوتوغرافية
colleagues	زملاء	location	موقع	application	تطبيق		

PoP Quiz

▸ **Choose the correct answer from a, b, c or d.**

1. 📖 .... is an ecologist and a photographer.
   a. Albert Lin **b.** Jeff Kerby **c.** Fred Hiebert **d.** Stephen Hawking
2. Mr. Kerby uses a cell phone .... , to share any photos with his colleagues immediately.
   a. games **b.** applications **c.** websites **d.** browsers

Let's discover :

Images' Copyright حقوق التأليف والنشر للصور

- Everyone owns the copyright to images they take unless they sell those rights before or after they take them.

  يمتلك الجميع حقوق النشر للصور التى يلتقطونها إلا إذا باعوها قبل التقاط الصور أو بعد ذلك.

- **Owning photos** means having the legal right, or copyright, to publish or sell their photos. يعنى **امتلاك الصور** التمتع بحقوق النشر أو بحقٍّ قانونى فى نشر الصور أو بيعها.
- **Copyright infringement is when** some people use photographs that were taken by others without asking permission or without purchasing the right to use the images.

  انتهاك حقوق النشر هو استخدام بعض الأشخاص صورًا التقطها آخرون من دون طلب إذنهم، أو من دون شراء حق استخدام الصور.

Ways for photographers to protect their work from copyright infringement

طرق حماية المصورين لأعمالهم من انتهاك حقوق النشر :



1. They might watermark on their photos.

   قد يضع المصورين علامة مائية على صورهم.

2. They add copyright information, as their name, to the metadata of each photo.

   يضيف المصورين معلومات متعلقة بحقوق النشر مثل اسمهم إلى البيانات الوصفية الخاصة بكل صورة.

copyright	حقوق نشر	watermark	علامة مائية	permission	آذن		
publish	ينشر	legal right	حق قانونى	metadata	بيانات وصفية		

What Mr kerby does to ensure his work is protected

فعله مستر كيربى ليضمن حماية أعماله :

- He shares his high-resolution photos only with people he trusts.

• يشارك صوره عالية الدقة مع الأشخاص الذين يثق بهم فقط.

- He shares his low-resolution photos that won't look good if printed or uploaded to a website.

• يشارك صورًا ذات دقة منخفضة التى لا تبدو جيدة إذا طبعت أو رفعت على موقع إلكترونى.

- He uses reverse image searches to find out if any of his photos are being used without his permission.

• يستخدم البحث من خلال الصور ليعرف ما إذا كانت أى من صورة تستخدم من دون إذنه.

Copyright infringement is against the law

عارض انتهاك حقوق النشر مع القانون المصرى

Article 69 in the 2014 Egyptian constitution confirms that :

تنص المادة ٦٩ من الدستور المصرى لعام ٢٠١٤ على :

- "The state protects all types of intellectual property in all fields through a specialized body that defends these rights".

- "تلتزم الدولة بحماية حقوق الملكية الفكرية بشتى أنواعها فى كافة المجالات وتنشىء جهازًا مختصًا لرعاية تلك الحقوق وحمايتها القانونية، وينظم القانون ذلك".

- Many Egyptian laws protecting copyright have been written based on this article.

- لقد صيغ العديد من القوانين المصرية التى تحمى حقوق النشر بناء على هذه المادة.

PoP Quiz

▶ **Choose the correct answer from a, b, c or d.**

1. Everyone owns the .... to the images they take.
   a. ways **b.** rules **c.** copyright **d.** key
2. 🕮 .... can help photographers protect their photos.
   a. High resolution **b.** Low resolution **c.** Watermarks **d.** Normal resolution

high-resolution	دقة عالية	fields	مجالات	constitution	دستور
low-resolution	دقة منخفضة	trust	يثق	article	مادة
infringement	انتهاك	website	موقع الكترونى	intellectual property	الملكية الفكرية

Stop here !



نقاط هامة وعبارات استرشادية تُمكنك من تلخيص وإتقان الدرس.

استمع إلى ملخص الدرس

Lesson Summary

- Jeff Kerby is an ecologist and a photographer. جيف كيربى عالم بيئى ومصور فوتوغرافى.
- Photography expeditions are trips to places where one takes photographs of the area. بعثات التصوير الفوتوغرافى هى رحلات إلى أماكن يلتقط فيها الشخص صورًا للمنطقة التى يزورها.
- Mr. Kerby mainly photographs landscapes and animals.

  جيف كيربى أكثر ما يصوره هى المناظر الطبيعية والحيوانات.
- Mr. Kerby backs up all of the images he has taken with his camera or drone onto two external hard drives.

  يحرص جيف كيربى على إنشاء نسخة إحتياطية من جميع الصور التى التقطها بالكاميرا أو بالطائرة دون طيار على محركى قرص صلب خارجى.
- If Mr. Kerby needs to share any photos with his colleagues immediately, he uses cell phone applications.

  إذا احتاج جيف كيربى إلى مشاركة أى صور مع زملائه على الفور، فإنه يستخدم تطبيقات الهاتف المحمول.
- Mr. Kerby uses reverse image searches to find out if any of his photos are being used without his permission.

  يستخدم السيد كيربى عمليات البحث من خلال الصور ليعرف ما إذا كانت أى من صوره تستخدم من دون إذنه.

How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam Items
Explorer in action	work - expeditions	Jeff Kerby has worked on exciting photography expeditions in Africa, North America and the Arctic.
	travel - drone	Jeff travels with his camera, laptop, GPS, drone, phone and hard drives.
	share - applications	If Jeff needs to share photos, he uses cell phone applications.
	photographs - permission	Some people use photographs that were taken by others without asking permission.
	copyright - law	Copyright infringement is against the law.

General Exercises

On Lesson 1



ممتاز جيد جدا جيد غير جيد

▸ If you got 🔴 you need to revise the lesson again.

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 (غير جيد) قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

1. Previous Exams تدريبات من الامتحانات السابقة

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Copyright law doesn't protect print and digital content. (الجيزة - أبو نمرس) ( )
2. Jeff Kerby is a dentist. (الجيزة - 6 اكتوبر) ( )
3. Copyright also protects images, music and movies. (الجيزة - 6 أكتوبر) ( )
4. The use of images taken by others without their permission is infringement of copyright. (المنيا - المنيا) ( )
5. Owning photos is having the legal right or copyright to publish the photo. (القاهرة - المعصرة) ( )

2 Choose the correct answer from a, b, c or d.

1. To protect your images, share them with .... (الجيزة - الهرم)
   a. low-resolution b. high-resolution
   c. flash memory d. normal-resolution
2. You can move to different places using .... (الجيزة - كرداسة)
   a. GPS b. photos c. e-mail d. GPR
3. .... law protects print and digital content. (الجيزة - العمرانية)
   a. Copyright b. Hacker c. Work d. Reusing
4. A photographer protects his work by not sharing images with .... (الجيزة - كرداسة)
   a. high-resolution b. text
   c. low-resolution d. message

3 Complete the sentences with the appropriate word in brackets.

(intellectual property rights – Copyright infringement – watermark – GPS)

1. .... is using photographs that were taken by others without asking permission. (الجيزة - كرداسة)
2. The state is committed to protecting .... of all kinds in all fields. (قنا - دشنا)
3. You must put .... to protect the images from copyright infringement. (قنا - دشنا)
4. You can use .... during your trips to know about the places you want to go to. (الجيزة - الهرم)



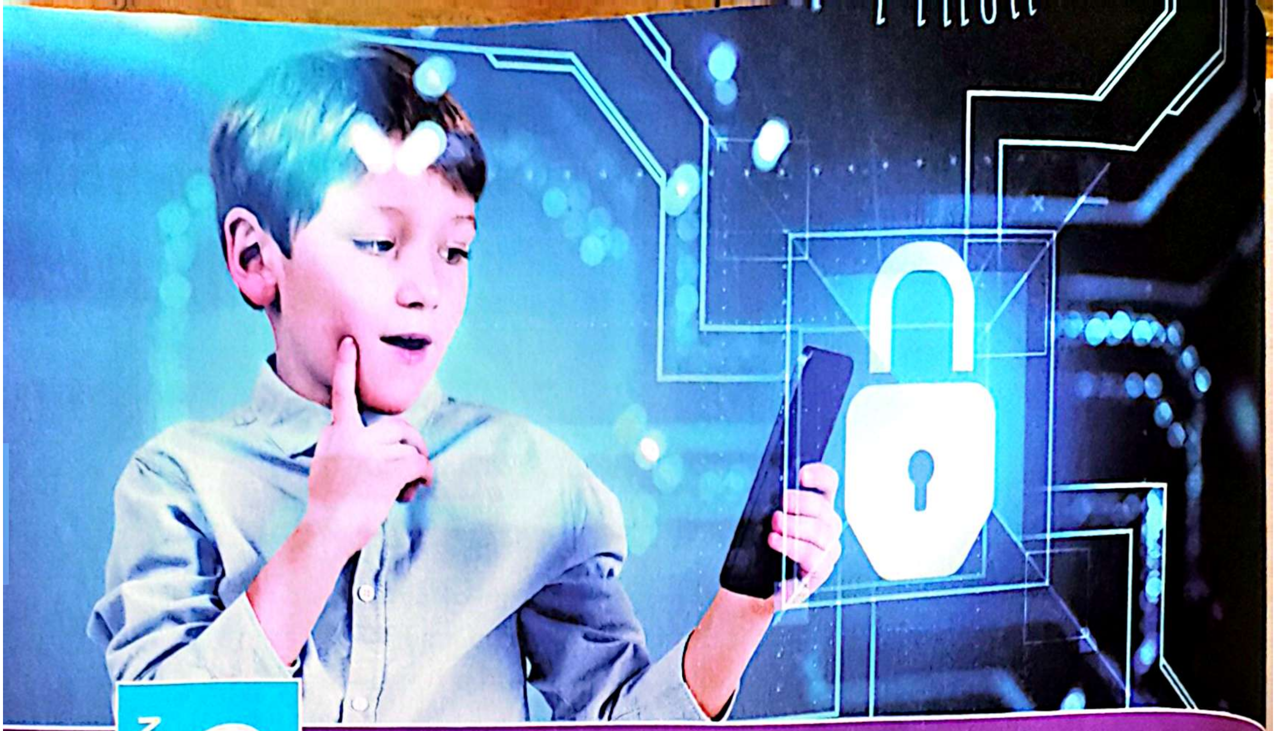
2. El Moasser Exercises تدريبات كتاب المعاصر

4 Choose the correct answer from a,b,c or d.

1. Jeff Kerby is a/an .... and a photographer.
   a. ecologist   b. biologist   c. engineer   d. teacher
2. Jeff Kerby takes .... with him on his travels.
   a. single camera   b. one camera, one lens
   c. camera and several lenses   d. one camera, two lenses
3. At the end of each day, Mr. Kerby backs up all the images he has taken with his camera or drone onto .... external hard drives.
   a. two   b. three   c. four   d. ten
4. The operation of using the others photos without asking permission or without purchasing the right to use the image is called ....
   a. copying   b. copyright infringement
   c. reusing   d. copyright coping
5. Mr. Kerby ensures his work is protected by sharing his .... photos only with people he trusts.
   a. low-resolution   b. high-resolution
   c. bad-resolution   d. normal-resolution
6. A .... is used to back up photos and store files.
   a. keyboard   b. printer
   c. external hard drive   d. mouse
7. Photographers can protect their work from copyright infringement by placing a ....
   a. watermark   b. flash memory name
   c. photographer's address   d. none of them
8. According to the Egyptian constitution, the state protects ....
   a. all types of intellectual property in some fields
   b. all types of intellectual property in all fields
   c. some types of intellectual property in some fields
   d. none of them
9. Jeff Kerby travels with his ....
   a. laptop and camera   b. drone and hard drive
   c. phone   d. all of them
10. Photographers can protect their work through ....
   a. putting watermark   b. adding copyright information
   c. both (a) and (b)   d. none of them

قم بتلوين الدائرة باللون
المناسب لمستواك. ○





LESSON 2

Protecting ourselves and our information

Learn

1 Stolen data
البيانات المسروقة

- Hackers use the internet to break into a computer system and steal personal information.

• يستخدم المخترقين شبكة الإنترنت لاقتحام أنظمة الكمبيوتر وسرقة المعلومات الشخصية.

2 Personal information is like
المعلومات الشخصية مثل :

- **name :** Ahmed , Reem , Roy • الاسم
- **address :** 9 Ahmed Fahmy street, Shoubra • العنوان
- **date of birth :** 29th October 2002 • تاريخ الميلاد
- **password :** #@12data1992 • كلمات المرور



- This personal information is called "Personally Identifiable Information (PII)".

• تسمى هذه المعلومات "معلومات التعريف الشخصية".

- Hackers can use someone's email address and password to send a virus to all the email addresses in your email account.

• يمكن للمخترقين استخدام عنوان البريد الإلكترونى وكلمة المرور لأحد الأشخاص، لإرسال فيروس إلى جميع عناوين البريد الإلكترونى الموجودة فى بريدك الإلكترونى.

- Hackers can use an adult's bank account number to take money from that account.

• يمكن أن يستخدم المخترقين رقم الحساب المصرفى لأحد البالغين لسرقة أموال من هذا الحساب.

personal	شخصى	address	عنوان	break into	يقتحم
bank	بنك	steal	يسرق		

Let's discover :

How can you keep your PII safe ?

كيف يمكنك الحفاظ على معلوماتك الشخصية آمنة ؟

- Limit the personal information you share online.

١- الحد من المعلومات الشخصية التى تشاركها عبر الإنترنت.

- Don't sign up for a website if it asks for too much personal information.

٢- عدم الاشتراك فى موقع الكترونى يطلب منك الكثير من المعلومات الشخصية.

- Use different strong passwords that :

٣- استخدام كلمات مرور قوية تحتوى على حروف وأرقام وعلامات خاصة، وتكون مختلفة لكل موقع إلكترونى تسجل فيه، لأن إذا اكتشف المخترق كلمة المرور الخاصة بك، سيتمكن من الوصول إلى كل شىء.

a. contain letters, numbers, and special signs.

b. are different for each website you sign up for, because if your password is discovered, a hacker will then have access to everything.

- Use anti-virus software on all of your devices.

٤- استخدم برامج مكافحة الفيروسات على جميع أجهزتك.

- Update your devices regularly. The updates include changes that keep your data safe.

٥- احرص على تحديث أجهزتك بانتظام، إذ تتضمن التحديثات تغييرات تحافظ على أمان بياناتك.

Pop Quiz

▶ **Choose the correct answer from a, b, c or d.**

1. To keep your PII safe, you should .... your devices regularly.
   a. use **b.** access **c.** sign up **d.** update

2. 🕮 Hackers can send a/an .... to all the email addresses in your email account.
   a. photo **b.** virus **c.** message **d.** file

3. By using .... passwords for each website, you can keep your PII safe.
   a. similar **b.** weak **c.** different **d.** short

Lost files :

الملفات المفقودة :

▶ You should know how to protect the files that you create or store on a device from viruses, software problems, or human errors, such as dropping and breaking your laptop.

يجب عليك معرفة كيفية حماية الملفات التى تنشئها أو تخزنها على الأجهزة من الفيروسات أو من المشكلات المتعلقة بالبرمجيات أو من الأخطاء البشرية مثل سقوط وتحطم جهاز الكمبيوتر المحمول.

safe	آمن	protect	يحمى	regularly	بانتظام
device	جهاز	updates	تحديثات	software	برمجيات
sign up	يسجل	access	وصول	errors	أخطاء
anti-virus	برامج مكافحة الفيروسات				

Ways to back up your data :

طرق إنشاء نسخ احتياطية من ملفاتك :



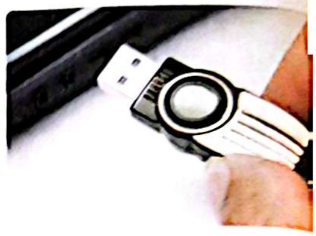
- You can use some apps and software programs that back up data automatically.

• يمكنك استخدام بعض التطبيقات والبرمجيات تُنشئ تلقائيًا نسخًا احتياطية من الملفات.



- You can use a data-storage device that you attach to your computer, such as a flash drive or an external hard drive. This is called a hybrid backup and it is a safer way to back up and store files.

• يمكنك استخدام جهاز حفظ وتوصيله بجهاز الكمبيوتر الخاص بك، مثل محرك أقراص فلاش أو محرك قرص صلب خارجي. هذا ما يسمى بالنسخ الاحتياطي المختلط وهي طريقة أكثر أمانًا لعمل نسخة احتياطية من الملفات وتخزينها.



- An external hard disk drive is one of the accessories losing that you can use to :
  - Save your files securely.
  - back up copies of your files that are important and private to you to prevent the possibility of them.
- It has more space than the Flash Memory, but it may be used for the same purpose.

يعد محرك القرص الصلب الخارجي أحد الملحقات التي يمكنك استخدامها لحفظ ملفاتك بشكل آمن وإنشاء نسخ احتياطية من الملفات المهمة والخاصة بالنسبة لك لمنع احتمال فقدها على جهازك.

يعد القرص الصلب أكبر مساحة من ذاكرة فلاش، ولكن يمكن استخدامه أيضًا لنفس الغرض.

Pop Quiz

▶ **Choose the correct answer from a, b, c or d.**

1. The .... has more space than the Flash Memory.
   a. router **b.** hard disk **c.** browser **b.** keyboard
2. We can use the .... to save our important files securely.
   a. website **b.** printer
   c. external hard drive **d.** mouse
3. Hybrid is a safer way to ....
   a. backup files **b.** store files **c.** delete files **d.** both a & b

storage تخزين | private خاص | accessories ملحقات
backup نسخة احتياطية | files ملفات

Stop here !

استمع إلى ملخص الدرس



نقاط هامة وعبارات استرشادية تُمكنك من تلخيص وإتقان الدرس.

Lesson Summary

- Hackers can steal personal information such as : يمكن للمخترقون سرقة المعلومات الشخصية مثل :
  1. Your name **2.** Your address **3.** Your date of birth **4.** Your passwords
- **To keep your (PII) safe :** للحفاظ على معلوماتك الشخصية الخاصة بك آمنة :
  1. Limit the personal information you share online.
  ١. الحد من المعلومات التي تشاركها وأنت متصل بالأنترنت.
  2. Don't sign up for a website if it asks for too much personal information.
  ٢. لا تسجل في موقع ويب إذا كان يطلب الكثير من المعلومات الشخصية.
  3. Use different strong passwords. ٣. أستخدم كلمات مرور قوية ومختلفة.
  4. Use anti-virus software on all of your devices.
  ٤. أستخدم برامج مكافحة الفيروسات على جميع أجهزتك.
  5. Update your devices regularly. ٥. حدث أجهزتك بانتظام.
- Some apps and software programs back up data automatically.
  - تقوم بعض التطبيقات والبرمجيات بنسخ البيانات تلقائيًا.
- You can use a data-storage device that you attach to your computer, such as a flash drive or an external hard drive.
  - يمكنك استخدام جهاز تخزين البيانات الذى توصله بجهاز الكمبيوتر الخاص بك، مثل محرك أقراص فلاش، أو محرك قرص صلب خارجي.
- A hybrid backup is a safer way to back up and store files.
  - بالنسخ الاحتياطى المختلط وهو طريقة أكثر أمانًا لعمل نسخة احتياطية من الملفات وتخزينها.

How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
Protecting ourselves and our information	break into	- Hackers use the internet to break into a computer system and steal PII.
	bank account	- Hackers use an adult's bank account number to take money from that account.
	sing up	- Don't sign up for a website if it asks for too much personal information.
	password – signs	- Use different strong passwords that contain letters, numbers, and special signs.
	anti-virus – safe	- Use anti-virus software on your devices to keep data safe.
	update – regularly	- Updating your devices regularly keeps your data safe.
	automatically	- Use some apps and software programs that back up data automatically.
	hard disk – Flash Memory	- The hard disk has more space than the Flash Memory.
	hybrid backup	- The hybrid backup is a safer way to back up and store files.

General Exercises
On Lesson 2



▸ If you got 🔴 you need to revise the lesson again.

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 [غير جيد] قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

🟢 جيد جدا
🔴 غير جيد

1. Previous Exams تدريبات من الامتحانات السابقة

1 Put (✓) in front of the correct sentence and (x) for the wrong one.

1. Strong passwords contain letters and numbers only. [الجيزة - كرداسة] ( )
2. We don't need a strong password to protect our personal data. [الجيزة - أبو نمرس] ( )
3. You shouldn't sign up to a website that asks for a lot of personal information. [الجيزة - الهرم] ( )
4. Hybrid back up is a safer way to back up and store files. [المنوفية - سرس الليان] ( )
5. An anti-virus helps you keep your personal data safe. [منيا - سمالوط] ( )
6. Anti-virus software is ineffective to protect its owner from the dangers of the internet. [المنوفية - قويسنا] ( )

2 Choose the correct answer from a, b, c or d.

1. .... use the internet to break into a computer system. [الأقصر - الأقصر]
   a. Students b. Hackers c. Teachers d. Thieves
2. You can keep your files from viruses or loss by making .... [المنوفية - شبين الكوم]
   a. back up b. off device
   c. personal information d. none of them
3. We can back up our important files using .... [المنوفية - شبين الكوم]
   a. GPS b. external hard drives
   c. password d. all of the above
4. Back up copies of files are created on .... [الغربية - الغربية]
   a. Flash Memory b. external hard disk
   c. both a & b d. GPS
5. .... means make another copy of your work to keep it safe. [القاهرة - السادات]
   a. Copyrights b. Back up c. Save d. PII

3 Complete the sentences with appropriate words in brackets.

(virus – hacker – software)

1. The .... tries to take the bank account number of an adult to steal his money. [الجيزة - الهرم]
2. Hackers can send .... [الجيزة - كرداسة]

2. El Moasser Exercises تدريبات كتاب المعاصر

4 Choose the correct answer from a, b, c or d.

1. .... can use someone's email address and password to send a virus to all the email addresses in your email account.
   a. Hackers
   b. Biologists
   c. Computer engineers
   d. Teachers
2. ...., such as your name, address, date of birth, and your passwords, is your personal information.
   a. PPII
   b. PII
   c. IP
   d. PC
3. 🕮 The strong password should contain ....
   a. letters only
   b. letters & numbers
   c. letters, numbers, and special signs
   d. numbers only
4. To keep your data safe use .... software.
   a. anti-virus
   d. browser
   c. Word program
   d. PowerPoint program
5. There are several ways to back up your data such as ....
   a. flash memory
   b. external hard disk
   c. both a & b
   d. anti-virus
6. 🕮 .... is considered a weak password.
   a. 12345678
   b. A123A$%
   c. A1A2@5264
   d. Aw#1^123

5 Put (✓) in front of the correct sentence and (✗) for the wrong one.

1. Limit the personal information you share online from the ways of protecting your personal data online. ( )
2. The Flash Memory can be used to back up data like external hard disk. ( )
3. 🕮 Sign up for a website if it asks for too much personal information to protect your personal data online. ( )
4. Use anti-virus software on all your devices and update your devices regularly to protect your files. ( )
5. 🕮 Some apps and software programs can back up data automatically. ( )
6. The mouse and screen are from the accessories that you can use to save your files securely. ( )

6 Complete the sentences with appropriate words in brackets.

(Flash Memory - PII - External hard disk drive - Hackers)

1. .... use the internet to break into a computer system and steal personal information.
2. .... , ... are of the accessories that you can use to save your files securely.
3. .... is an abbreviation of Personally Identifiable Information.

7 Read and write the name of the app, concept, or tool.

1. He can use someone's email address and password to send a virus to all the email addresses. (...................)
2. It contains letters, numbers, and symbols. (...................)
3. It's used to protect your computer from viruses. (...................)
4. It is an abbreviation of Personally Identifiable Information. (...................)

8 Read and circle the correct one.

1. To protect your computer, you should use a program (Word program - antivirus), and you should avoid opening unknown messages where (teachers- hackers) sneak into your computer and steal your data.
2. The password for your online accounts must be (strong-weak) and to do this the password must contain (letters only - letters, numbers, special symbols).

9 Read and circle the correct usage.

1. Strong password :
   - contains letters, numbers, and special symbols.
   - contains letters and symbols.
2. (12345678) considered :
   - strong password. - weak password
3. Flash Memory :
   - Can be used to store data and files. - Can be used to print files on paper.

قم بتلوين الدائرة باللون المناسب لمستواك. ◯



Revision

on Lessons 1 & 2



مراجعة عامة على الدرسين الأول والثانى فى ورقة واحدة

Lesson 1 : Explorer in action

1

Jeff's Trip

1. When Mr. Kerby prepares for a trip, he thinks carefully about the things he will do and the places he will go to.
2. He travels with his camera, laptop, hard drives, phone, GPS and drone.
3. At the end of each day, he backs up all of the images he has taken with his camera or drone onto two external hard drives.
4. He uses cell phone applications to share any photos with his colleagues.

2

Images' Copyright

1. **Owning images :** means having the legal right or copyright to publish or sell the photos.
2. **Copyright infringement :** Some people use photographs without asking permission or without purchasing the right to use the images.
3. **To photographers can protect their work by :**
   - placing a watermark.
   - adding copyright information.

Lesson 2 : Protecting ourselves and our information

1

To keep your PII safe

To keep your PII safe :

1. Limit the personal information you share online.
2. Don't sign up for a website if it asks for too much personal information.
3. Use different strong passwords.
4. Use anti-virus software.
5. Update your devices regularly.

2

Back up your data

To back up your data you can use :

1. Some apps and software programs that back up data automatically.
2. **A data-storage devices such as :**
   - flash drive
   - external hard disk drive
3. A hybrid backup is a safer way to back up and store files.
4. The hard disk has more space than the Flash Memory.

Accumulative Test

On Lessons 1 & 2

اختبار تراكمى على الدرسين الأول والثانى.

1 Choose the correct answer from a, b, c or d.

1. .... are trips to places where one takes photographs of the area.
   a. Copyrights　　b. Stolen data
   c. Photography expeditions　　d. Lost files
2. 🕮 Placing a .... helps the photographers to protect their work.
   a. photo　　b. watermark　　c. pen　　d. browser
3. Dropping and breaking your laptop is .... you should protect your files from
   a. software problems　　b. human errors
   c. viruses　　d. browser 3 problems
4. 🕮 .... is considered a strong password.
   a. 12345678　　b. A123A$%
   c. abcdefgh　　d. none of them

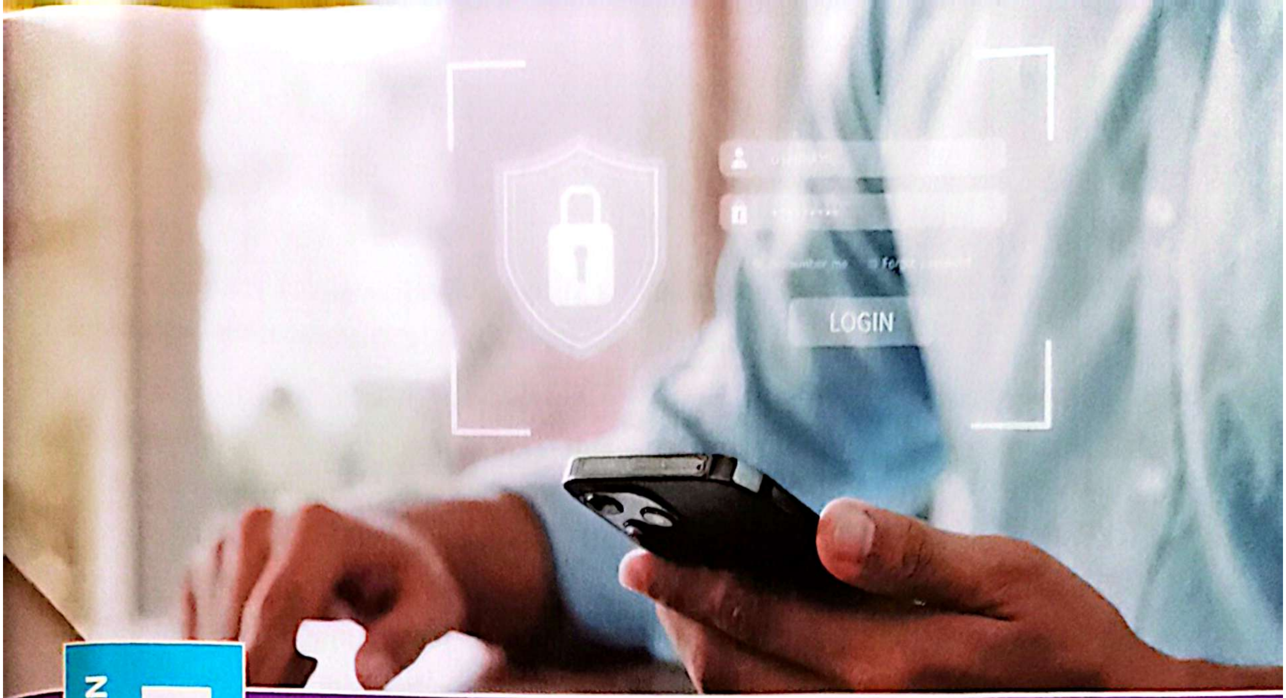
2 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Hackers use the internet to break into a computer system and steal personal information. (　)
2. PII is abbreviation of Personally Identifiable Information. (　)
3. You can use the photos of others without asking permission or without purchasing the right to use the image. (　)
4. Mr. Kerby uses GPR to find the location and navigate quickly. (　)

3 Read and circle the correct one.

1. Mr. Kerby travels with (car and camera-laptop and camera) and he ensures his work is protected by sharing his (high-resolution photos - low-resolution photos) only with people he trusts.
2. Mr. Kerby uses (GPS - GPR) which is considered a mapping tool for navigation. And he backs up all the images he has taken with his camera or drone on (one - two) external hard drive.

يمكنك المراجعة باستمرار (تراكمية)
من خلال الصفحة السابقة.



LESSON 3

Password security

Learn

Reasons to protect your password

أسباب حماية كلمة المرور الخاصة بك.

There're many ways hackers can get your password

Phishing | **Smishing**

هناك طرق متعددة يمكن من خلالها قراصنة الكمبيوتر الحصول على كلمة المرور الخاصة بك، وإحداها يسمى «التصيد الاحتيالى».

▶ Phishing

التصيد الاحتيالى.

is sending a message via e-mail or social media applications that looks real, but isn't.

هو إرسال رسالة (عبر البريد الإلكترونى أو تطبيقات التواصل الاجتماعى) تبدو حقيقية، ولكنها ليست كذلك.

Phishing scam types

انواع التصيد الاحتيالى.

1. A message which says that you have won a prize, but you have to give your bank account details to get the prize.

   رسالة تخبرك بأنك فزت بجائزة. لكن عليك أن تعطى تفاصيل رقم حسابك المصرفى (البنكى) لتحصل عليها.

2. Another type encourages you to act quickly. When an attachment, or file is opened, data-stealing software is installed on the person's computer, or the user is asked to enter sensitive information such as bank account details.

   نوع آخر يحثك على التصرف بسرعة. عند فتح مرفقات الرسالة الاحتيالية أو الملف المرفق بها، يتم تثبيت برنامج سرقة البيانات على جهاز الكمبيوتر الخاص بالمستخدم، أو يطلب منه إدخال معلومات تعريف شخصية حساسة مثل تفاصيل الحساب المصرفى.

phishing	التصيد الاحتيالى	real	حقيقى	message	رسالة
social media	التواصل الاجتماعى	details	تفاصيل	account	حساب
encourage	يشجع	data-stealing software	برنامج سرقة البيانات	install	يثبت

▶ Smishing

is the same thing, but it is a text message instead of an e-mail.

هو المفهوم نفسه، لكنه يتم بواسطة الرسائل النصية بدلًا من البريد الإلكتروني.

Ways of identifying phishing messages

طرق التعرف على رسائل التصيد الإحتيالي

Phishing (Smishing) messages include
تحتوى رسائل التصيد الإحتيالي على

- **requests for too much personal data.**
  طلبات للحصول على الكثير من البيانات الشخصية.
- **misspelled words, and grammar errors.**
  أخطاء إملائية ونحوية.

Pop Quiz

▶ **Choose the correct answer from a, b, c or d.**

1. Smishing is the same thing as phishing, but it is a/an ....
   a. e-mail **b.** text message **c.** social media site **d.** software
2. 🕮 .... is sending a message via e-mail or social media applications that looks real but isn't.
   a. Phishing **b.** Smishing **c.** Security **d.** Copyright

Let's discover

▶ **Password managers :** برامج إدارة كلمات المرور :

You need strong passwords to help protect your personal data from hackers.

- تحتاج إلى كلمات مرور قوية للمساعدة في حماية بياناتك الشخصية من المخترقين.

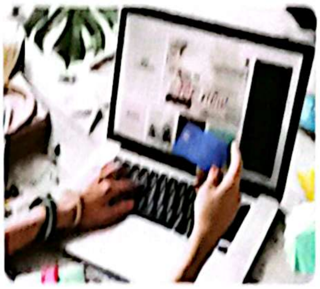


Password manager

- creates a strong and unique password for each of your accounts.
  - ينشئ لك كلمات مرور قوية وفريدة لكل حساب من حساباتك.
- tells you if the passwords you already have are too weak or if you've reused them.
  - يخبرك ما إذا كانت كلمات المرور التي لديك ضعيفة جدًا، أو إذا كنت قد استخدمتها سابقًا.
- tells you if one of your passwords has been stolen online.
  - يخبرك إذا كانت إحدى كلمات المرور الخاصة بك قد سرقت عبر الإنترنت.

unique	فريدة	errors	أخطاء
weak	ضعيف	hackers	المخترقين

▸ Multi-factor authentication : المصادقة متعددة العوامل



- **Passwords can also be strengthened through Multi-Factor Identification (MFA).**
  يمكن أيضاً تعزيز كلمات المرور وتقويتها من خلال المصادقة متعددة العوامل
- **MFA means you provide at least two ways of identifying yourself, such as :**
  المصادقة متعددة العوامل تعني تقديم طريقتين على الأقل للتعريف عن نفسك مثل :

"MFA" often combines
غالباً ما تجمع المصادقة بين

- **a known factor** عامل معروف
  - Password كلمة المرور
  - PIN (Personal Identification Number) رقم التعريف الشخصي
- **With**
- **a factor you have** عامل آخر أنت تمتلكه
  - an email بريد الكتروني
  - one-time code رمز لمرة واحدة

An example of Multi-Factor authentication

- You might enter your password (1) on a game website and receive a text verifying you (2) are signing on to the site.
  - قد تدخل كلمة المرور الخاصة بك على موقع إلكتروني للعبة فتلقى رسالة نصية للتحقق من إنك تسجل دخولك إلى الموقع.
- Only after both steps are complete you can access the game.
  - لا يمكنك دخول الموقع وبدء اللعب إلا بعد أن تكمل كلتا الخطوتين السابقتين.
- This means hackers who access your online passwords through data breaches or phishing attacks can't access your accounts because they don't have the second factor.
  هذا يعني أن المخترقين الذين يصلون إلى كلمات مرورك عبر الإنترنت من خلال عمليات اختراق البيانات أو هجمات التصيد الاحتيالي لا يمكنهم الوصول إلى حساباتك لانهم لا يملكون «العامل الثاني».

▸ Another type of MFA :

- **When you log into the game website on a different PC to your usual (permanent) PC:**
  عند الدخول إلى الموقع الإلكتروني للعبة من جهاز كمبيوتر ليس جهازك المعتاد :

- You will be sent a text message to your mobile asking you to confirm that you are the person who owns the email address that you are logging in as.
  ستصلك رسالة نصية على تليفونك المحمول تطلب منك التأكيد على أنك صاحب البريد الإلكتروني الذي تستخدمه للدخول إلى الموقع
- The text message will include a number code which will give you access to your account and it is specified a short period of time and for one time only.
  ستتضمن الرسالة النصية رمزاً من أرقام صالحاً لمدة زمنية قصيرة يسمح لك بالوصول إلى حسابك مرة واحدة فقط.

Stop here !

استمع الى ملخص الدرس

نقاط هامة وعبارات استرشادية تُمكنك من تلخيص وإتقان الدرس.

Lesson Summary

- Phishing is sending a message via e-mail or social media applications that looks real but isn't.
  • التصيد الاحتيالى هو إرسال رسالة (عبر البريد الإلكترونى أو تطبيقات التواصل الاجتماعى) تبدو حقيقية، ولكنها ليست كذلك.
- Smishing is the same thing but it is a text message instead of an e-mail.
  • هو المفهوم نفسه (التصيد الاحتيالى) لكنه يتم بواسطة الرسائل النصية بدل من البريد الإلكترونى.
- One type of phishing scam is a message which says that you have won a prize, but you have to give your bank account details to get the prize.
  • أحد أنواع خدع التصيد الاحتيالى هو رسالة تفيد بأنك فزت بجائزة، ولكن عليك تقديم تفاصيل رقم حسابك المصرفى للحصول على الجائزة.
- A password manager creates a strong, unique password for each of your accounts.
  • برنامج إدارة كلمات المرور ينشىء لك كلمات مرور قوية وفريدة لكل حساب من حساباتك.
- A password manager can tell you if one of your passwords has been stolen online.
  • برنامج إدارة كلمات المرور يخبرك إذا كانت إحدى كلمات المرور الخاصة بك قد سرقت عبر الإنترنت.
- MFA means you provide at least two ways of identifying yourself.
  المصادقة متعددة العوامل تعنى أن بيانات شخصية تقدم لتوفير طريقتين على الأقل لتحديد هويتك.

How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
Password security	phishing	Phishing is sending a message via e-mail or social media applications that looks real, but isn't.
	hackers - password	There are many ways hackers can get your password.
	smishing - text message	Smishing is sending a text message instead of an email.
	misspelled	Phishing messages include misspelled words, and grammar errors.
	strong - protect	You need strong passwords to protect your personal data from hackers.
	password manger	A password manager creates a strong, unique password for each of your accounts.

General Exercises
On Lesson 3



▸ If you got 🔴 you need to revise the lesson again.

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 (غير جيد) قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

ممتاز | جيد جدا | جيد | غير جيد

1. Previous Exams تدريبات من الامتحانات السابقة

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Password management software is used to create strong passwords. ( ) [الجيزة - الهرم]
2. Password managers create a unique password. ( ) [المنوفية - سرس الليان]
3. One type of phishing is receiving a message telling you that you won an award. ( ) [القاهرة - الزيتون]

2 Choose the correct answer from a, b, c or d.

1. Hackers can get your password by a .... way. [الجيزة - الدقي]
   a. updating b. phishing c. planning d. chatting
2. .... means you provide at least two ways of identifying yourself.
   a. MFA b. Password c. E-mail d. PIN [الجيزة - الدقي]
3. .... is sending a fake message via e-mail or social media that looks real.
   a. Virus b. Phishing c. Folder d. Smishing [المنيا - منفلوط]

3 Complete the following sentences with appropriate words in brackets.

(Multi - factor authentication - password manager - Smishing - phishing)

1. .... is sending a message via text messages to steal your data. [الجيزة - كرداسة]
2. .... provides at least two ways of identifying yourself. [الجيزة - كرداسة]
3. One of the forms of .... is the arrival of a message from an unknown person asking you for your data to obtain a prize. [الجيزة - الهرم]
4. A .... tells you if one of your passwords has been stolen online. [الجيزة - ٦ أكتوبر]

2. El Moasser Exercises تدريبات كتاب المعاصر

4 Choose the correct answer from a, b, c or d.

1. .... tell you if one of your passwords has been stolen.
   a. Password managers b. MFA
   c. PIN d. Scam
2. .... creates a strong, unique password for each of your accounts.
   a. Phishing b. Scam
   c. Password manager d. Virus

3. MFA often combines a known factor, such as ....
   a. first name or last name
   b. username or password
   c. password or PIN
   d. password only
4. .... is an abbreviation for Personal Identification Number.
   a. PEN
   b. PNI
   c. PIN
   d. PNE
5. The phishing message can be identified by ....
   a. correct grammar
   b. correct spelling
   c. spelling errors
   d. none of them
6. MFA provides at least .... ways of identifying yourself.
   a. four
   b. three
   c. five
   d. two
7. .... tells you if the passwords you already have are too weak or if you've reused them.
   a. Password manager
   b. MFA
   c. PIN
   d. Virus

5 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Hackers use phishing to steal your password. (
2. There are only one-way hackers can get your password. (
3. You need strong passwords to help protect your personal data from hackers. (
4. A password manager creates a strong, unique password for each of your accounts. (
5. MFA is an abbreviation for multi-factor authentication. (
6. PIN is an abbreviation for multi-factor authentication. (
7. Multi-factor authentication tells you if the passwords you already have are too weak. (
8. A password manager provides at least two ways of identifying yourself. (
9. Data-stealing software is installed on the person's computer when you open a link containing phishing. (

6 Match.

(A)	(B)
1. Phishing and Smishing	☐ a. if your passwords were stolen.
2. Password managers tell you	☐ b. are ways hackers use to get your password.
3. Misspelled words help you	☐ c. identify phishing scam.

7 Look and write.

New message

To: reemhassan@egypt.com

From: bankegypt@342gf4236dss.com

Dear Sir,
Thank you for your bisiness! You won a vacation to Hurghada! But, hurry!
This prize only good today.
If the link doesn't work, reply to this email with your name, address and bank account number. Hurry!



Sign in to get your prize

Sincerely,
Head of Customer Service
Bank of Egypt

1. How does the message encourage you to respond?

....

2. What errors or problems do you see in this phishing email?

....

8 Read and circle the correct one.

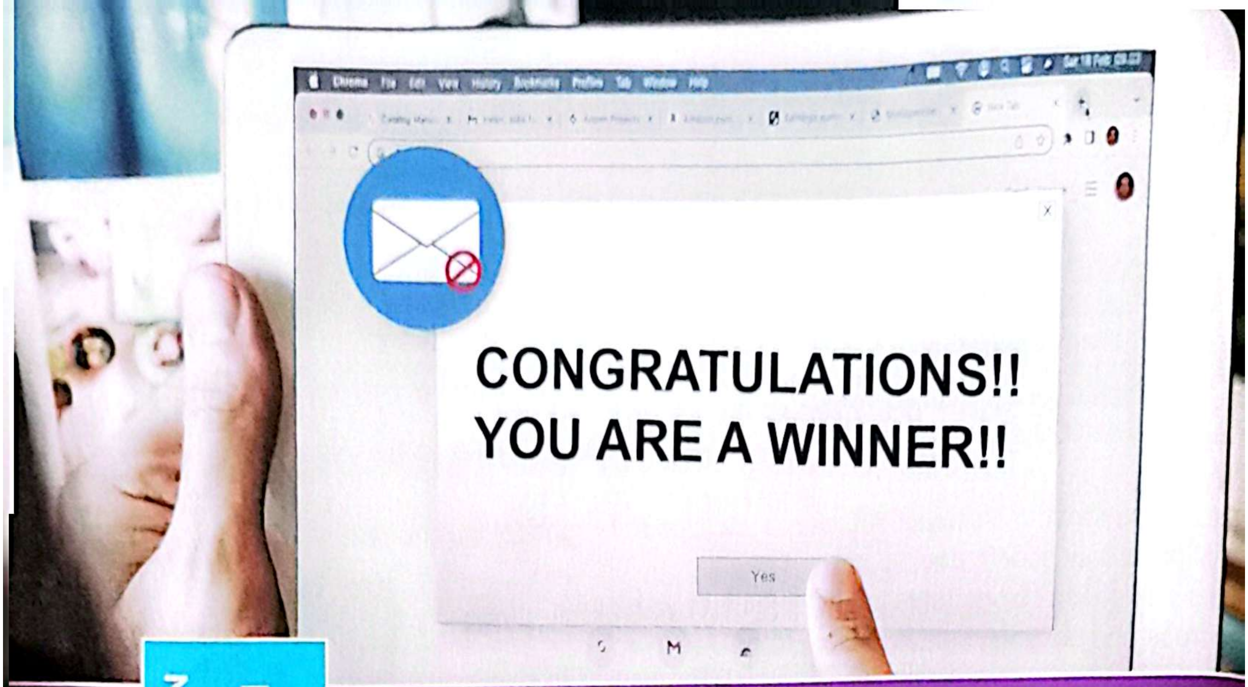
1. Scam messages always contain (correct sentences - sentences with grammatical and spelling errors), and you should avoid (opening - closing) the links inside them.
2. Hacker's use (phishing - writing program) to (save - steal) your account password, and to protect yourself, you must use (MFA - GPS) to verify access to your account in to ways.

9 Read and correct words between brackets.

1. The (PIN) provides at least two ways of identifying yourself. (..................)
2. The (doctors) use phishing to steal your password. (..................)
3. The phishing message can be identified by correct grammar. (..................)

قم بتلوين الدائرة باللون
المناسب لمستواك.





LESSON 4 How to deal with fake websites

Learn



1. Going online often means visiting new websites and interacting with new people.
غالبًا ما يكون الاتصال بالإنترنت لزيارة مواقع إلكترونية جديدة والتفاعل مع أشخاص جدد.
2. You should be careful in these situations, just as you would in any new environment.
عليك أن تتوخى الحذر فى تلك المواقف، تمامًا كما تفعل فى أى بيئة جديدة.

- Some websites are scam websites. بعض المواقع الإلكترونية هى مواقع احتيالية.

Scam websites
المواقع الإلكترونية الاحتيالية :

- These websites can be phishing websites that present fake situations that try and get your information.
مواقع تصيد احتيالى تتضمن مواقف مزيفة فى محاولة للحصول على بياناتك.



▶ **Types of scam websites:** أنواع المواقع الاحتيالية :

- **Online shopping sites :** مواقع للتسوق عبر الإنترنت :
That never send you the correct items you bought.
لا ترسل إليك أبدًا الأغراض التى اشتريتها بشكل صحيح.



- **Scareware websites :** مواقع برمجيات التخويف :
That say your computer has a problem and you need to download something.
تتضمن تحذيرات مزيفة تشير إلى وجود مشكلة ما فى الكمبيوتر الخاص بك وأنك فى حاجة لتحميل تطبيق أو برنامج معين.



- **Sweepstakes :** الاحتيال عبر المكافآت / الجوائز :
Scam that offers you a prize that never comes.
فى هذه الحالة تعرض عليك جائزة لا تحصل عليها مطلقًا.

website	موقع إلكترونى	environment	بيئة	phishing websites	مواقع تصيد احتيالى
fake	مزيف	scam websites	مواقع تصيد احتيالى	shopping	سوق
scareware	تخويف	sweepstakes	مواقع احتيال عبر جوائز		

Pop Quiz

▶ **Choose the correct answer from a, b, c or d.**

1. Scareware sites that say your computer has a problem and you need to .... something.
   a. delete **b.** upload **c.** copy **d.** download
2. 📖 Phishing websites presents .... that try and get your information.
   a. fake situations **b.** fast situations **c.** real situations **d.** none of them

Let's identify :

How scam websites operate
كيفية عمل المواقع الاحتيالية

All of these phishing sites operate on the same principles.

إن كل هذه المواقع الإلكترونية الاحتيالية تعمل وفقًا للمبادئ نفسها.



- **First**, they try and bait you. They want you to get excited or draw your attention to the site.
  أولًا، تحاول استدراجك، حيث تسعى إلى إثارة حماسك أو جذب انتباهك إليها.
- **Next**, they try and compromise your privacy by getting your personal information or by getting access to your device. **بعد ذلك،** تحاول اختراق خصوصيتك من خلال الحصول على معلوماتك الشخصية أو احتراق جهازك.
- **Finally**, they exploit the information they have gained about you in a bad way, or the possibility to hack your device to make themselves money. Each time it will look different, but all scam websites follow these basic principles.
  وأخيرًا، تعمد هذه المواقع إلى استغلال المعلومات التى توصلت إليها عنك بشكل سيئ أو إمكانية اختراق جهازك للحصول على المال. ستبدو الخدعة مختلفة فى كل مرة، لكن كافة المواقع الإلكترونية الاحتيالية تتبع هذه الخطوات الأساسية.
- The best thing we could do was to learn how to avoid these websites.
  أفضل ما يمكننا فعله هو تعلم كيفية تجب هذه المواقع الإلكترونية.

For Example :



- Check that the URL (Uniform Resource Locator) of the website is credible. This is basically the address of the website. التحقق دائمًا من محدد موقع المعلومات، وهو عنوان الموقع الإلكترونى.
- Check for misspelling or bad grammar - a reliable source will be well-written, with almost no mistakes.
  التحقق من وجود أخطاء إملائية أو نحوية، فالمصدر الموثوق سيكون مكتوبًا بشكل جيد، مع عدم وجود أى أخطاء تقريبًا.

reliable source	مصدر موثوق	exploit	يتعمد	bait	يستدرج
site	موقع	privacy	خصوصية	hack	يخترق
compromise	يساوم				



- Do a search online to see if it is a known scam. If something doesn't look right, it most likely is a scam website.

إجراء بحث عبر شبكة الإنترنت لمعرفة ما إذا كان الموقع الذى تستخدمه هو موقع احتيالى معروف بصفة عامة، إذا بدأ أمر ما غير صحيح، فإن الموقع على الأرجح موقع احتيالى.

If you are a victim of a scam website : في حال وقعت ضحية لأحد المواقع الإلكترونية الاحتيالية :

- Report it. ابلغ عن الأمر.
- Tell a trusted adult like your parents or teacher. اخبر شخصًا راشدًا تثق به مثل والديك أو معلمك.
- You can also contact the child helpline or The General Department for Combating Internet Crimes.

يمكنك الاتصال بخط مساعدة الطفل أو بالإدارة العامة لمكافحة جرائم الإنترنت.

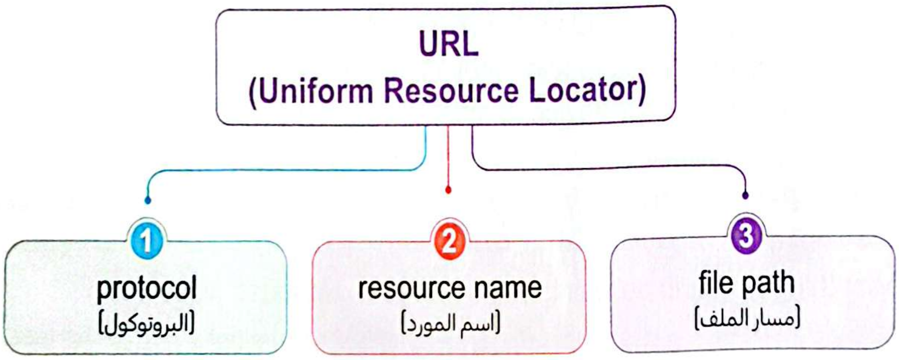
- Report the scam website to the service provider, the e-commerce store, and your bank, with the help of your teacher or family member.

ابلغ كذلك كلًا من مزود الخدمة، والمتجر الإلكترونى، والبنك الذى تتعامل معه بشأن هذا الموقع الاحتيالى، بمساعدة معلمك أو أحد أفراد أسرتك.

Dissecting the URL

تحليل محدد موقع المعلومات (URL)

All URLs are made up of three main parts : تتألف كافة محددات مواقع المعلومات من ثلاثة أجزاء رئيسية :



- You should understand the different parts of a URL so you can spot something that doesn't look right. عليك فهم هذه الأجزاء المختلفة كى تتمكن من ملاحظة أى شىء لا يبدو صحيحًا

https://www.ekb.com/index.html

https://	www.ekb.com	/index.html
Protocol [البروتوكول]	Resource name [اسم المورد]	File Path [مسار الملف]

report	يبلغ	combating	مكافحة
crimes	جرائم	victim	ضحية
helpline	خط مساعدة	the General Department for Combating Internet Crimes	الإدارة العامة لمكافحة جرائم الإنترنت
member	عضو		
link	رابط إلكترونى		

- **A URL starts with the protocol.** This determines how the information will be transferred. Some examples include http, https.

- يبدأ محدد موقع المعلومات (URL) بالبروتوكول، وهو يحدد كيفية نقل المعلومات،
وبعض الأمثلة للبروتوكولات : http ، https

- **The resource name** is the web server, or site, being requested and shows who owns that space. It often ends with .com, .net, .org, .gov, or .edu.

- اسم المورد، هو خادم الشبكة أو الموقع الإلكترونى المطلوب، ويوضح من يملك هذا الموقع،
وغالبًا ما ينتهى بـ com. ، edu. ، gov. ، org. ، net.

- **The last part of the URL is the file path.** This identifies the specific resource the link is giving you access to.

- يمثل الجزء الأخير من الـ (URL) مسار الملف، وهو يحدد المورد الذى يمنحك الرابط إمكانية الوصول إليه .

05 min Pop Quiz

1 Choose the correct answer from a, b, c or d.

1. URL refers to ....
   - **a.** shopping sites
   - **b.** website address
   - **c.** sweepstakes
   - **d.** scareware sites

2. 🕮 The protocol includes ....
   - **a.** Http only
   - **b.** Https only
   - **c.** http and https
   - **d.** www

2 Read and correct the words between brackets.

1. The last part of the URL is the (folder path). (...................)
2. 🕮 All URLs are made up of (two) parts. (...................)
3. The (file) path identifies the specific resource the link is giving you access to. (...................)
4. 🕮 (Sweepstakes sites) they say your computer has a problem and you need to download something. (...................)

determine يحدد link رابط إلكترونى

Stop here !



استمع إلى ملخص الدرس

نقاط هامة وعبارات استرشادية تُمكنك من تلخيص وإتقان الدرس.

Lesson Summary

- Be careful when you go online. كن حذرًا عند اتصالك بالأنترنت.
- Scam website can be phishing websites that present fake situations that try and get your information. مواقع تصيد احتيالى تتضمن مواقف مزيفة فى محاولة للحصول على بياناتك.
- Online shopping sites that never send you the correct items you bought.
  لا ترسل إليك أبدًا مواقع التسوق عبر الانترنت الأغراض التى اشتريتها بشكل صحيح.
- Scareware websites and sweepstakes are types of scam websites.
  مواقع برمجيات التخويف والاحتيال عبر المكافآت / الجوائز هما أنواع للمواقع الإلكترونية الاحتيالية.
- All scam websites try and compromise your privacy.
  كل المواقع الالكترونية الاحتيالية تحاول اختراق خصوصيتك.
- Do a search online to see if it is a known scam.
  إجراء بحث عبر شبكة الإنترنت لمعرفة ما إذا كان الموقع الذى تستخدمه هو موقع احتيالى معروف.
- If you are a victim of a scam website, report it and tell a trusted adult like your parents or teacher.
  فى حالة وقعت ضحية لأحد المواقع الإلكترونية الاحتيالية فعليك الإبلاغ عن الأمر ويمكنك أن تخبر شخصًا راشدًا تثق به مثل والديك أو معلمك.
- You should understand the different parts of a URL so you can spot something that doesn't look right.
  عليك فهم هذه الأجزاء المختلفة لمحدد موقع المعلومات كى تتمكن من ملاحظة أى شئ لا يبدو صحيحًا.

How to deal with the exam

مات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
How to deal with fake websites	Scam - steal	Scam sites contain fake situations is an attempt to steal your data.
	URL - protocol	A URL starts with the protocol.
	sweepstakes - prize	Sweepstakes sites offer you a prize that you never get.
	fake - personal data	Scam websites are fake websites to steal your personal data.
	victim - helpline	If you are a victim of a scam website contact the child helpline.
	URL - avoid	Check the URL of the website to avoid scam websites.

General Exercises
On Lesson 4



▸ If you got 🔴 you need to revise the lesson again.
قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 (غير جيد) قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

🔵 ممتاز 🟢 جيد جدا
🟡 جيد 🔴 غير جيد

1. Previous Exams تدريبات من الامتحانات السابقة

1 **Put (✓) in front of the correct sentence and (×) in front of the wrong one.**

1. You should avoid accessing scam websites. [الجيزة - كرداسة] (   )
2. All websites online are scam websites. [الجيزة - 6 اكتوبر] (   )
3. Sweepstakes sites contain fake situations in an attempt to steal your data. [الجيزة - 6 اكتوبر] (   )
4. You can go to the website you want by typing the URL in the search. [الجيزة - 6 اكتوبر] (   )

2 **Choose the correct answer from a, b, c or d.**

1. The Uniform Resource Locator (URL) begins with the .... [الجيزة - كرداسة]
   a. file path　　b. protocol
   c. resource name　　d. password
2. .... sites offer you a prize that you never get. [الجيزة - أبو النمرس]
   a. Online shopping sites　　b. Scareware websites
   c. Sweepstakes　　d. URL
3. .... websites are fake websites to steal your personal data. [سوهاج - جهينة]
   a. Governmental　　b. Educational
   c. Scam　　d. MFA
4. Scam websites work to obtain .... [القاهرة - الخليفة والمقطم]
   a. your personal information　　b. social media
   c. URL　　d. file path

3 **Complete the sentences with the appropriate words in brackets.**

(Scareware websites - Sweepstakes - Online shopping)

1. .... sites offer you a prize that you never get. [القاهرة - الخليفة والمقطم]
2. .... say your computer has a problem and you need to download something. [الإسكندرية - العجمي]

2. El Moasser Exercises تدريبات كتاب المعاصر

4 Choose the correct answer from a, b, c or d.

1. .... present fake situations that try to get your information.
   a. Scam websites b. E-commerce websites
   c. Search websites d. Mailing websites
2. 🕮 .... they say your computer has a problem and you need to download something.
   a. Shopping sites b. Scareware sites
   c. Sweepstakes d. Scam websites
3. .... offer you a prize that never comes.
   a. Shopping sites b. Scareware sites
   c. Sweepstakes d. Scam websites
4. .... never send you the correct items you bought.
   a. Fake shopping sites b. Scareware sites
   c. Sweepstakes d. E-commerce websites
5. 🕮 URL refers to ....
   a. Shopping sites b. website address
   c. Sweepstakes d. Scareware sites
6. The protocol includes ....
   a. Http only b. Https only
   c. http and https d. WWW

5 Read and write the name of the app, concept, or tool.

1. It presents fake situations that try to get your information. (..............
2. It offers you a prize that never comes. (..............
3. It refers to the address of the website. (..............
4. The website address (URL) begins with it. (..............

6 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Scareware sites: they say your computer has a problem and you need to download something.
2. Phishing websites presents fake situations that try to get your information.
3. Shopping sites offer you a prize that never comes.
4. Scareware sites never send you the correct items you bought.

5. A reliable source may have bad grammar in writing. ( )
6. You must be careful when visiting new website. ( )
7. The last part of the website address contains the protocol name. ( )
8. The resource name such as **www.ekb.com** follows the protocol. ( )
9. The last part of the URL is the file path. This identifies the specific resource the link is giving you access to. ( )
10. Fake shopping sites never send you the correct items you bought. ( )
11. To avoid scam websites, you should check the address of the website (URL). ( )

7 See the following picture and answer the questions.



- When this message appears on a site, it may be ....
- When the site offers you a prize that never comes this means ....

8 Below are some important things to remember when looking at a URL. Read the situation and answer the questions.

1. You want to access the Egyptian Knowledge Bank. You look at the resource name and it says https://www.ekkbb.com. What is wrong with the URL ?
2. You try to access the Bibliotheca Alexandrina website online. The URL looks like this : https://bibalex.org.scam.org. What is wrong with the URL ?

قم بتلوين الدائرة باللون
المناسب لمستواك.



Revision
on Lessons 3 & 4



مراجعة عامة على الدرسين الثالث والرابع في ورقة واحدة.

Lesson 3 : Password security

Phishing and Smishing

- Phishing and smishing are ways used by hackers to get your password.
- Phishing is a message via e-mail or social media that looks real, but isn't.

Types of phishing scam :

1. A message which says that you have won a prize, but have to give your bank account details.
2. When an attachment, or a file is opened data-stealing software is installed on the person's computer, or the user is asked to enter sensitive information such as bank account details.

- Ways of identifying phishing messages :
  1. include misspelled words and grammar errors.
  2. include requests for too much personal data.
- Smishing is the same thing but it is a text message instead of an e-mail.

Lesson 4 : How to dead with fake websites

Scam websites

- **Scam websites :**
  These websites can be phishing websites presenting face situations that try to get your information.
- **Types of scam websites :**
  - Online shopping sites
  - Scareware websites
  - Sweepstakes

1

1. How do scam websites operate ?

- First, they try and bait you.
- Next, they try and compromise your privacy.
- Finally, they exploit the information they have gained about you in a bad way.

2. How to avoid scam websites.

- Check that the URL.
- Check for misspelling or bad grammar.
- Do a search online to see if it is a known scam.

2

If you are a victim of a scam website :

1. Report it.
2. Tell a trusted adult.
3. Contact the child helpline or the General Department for combating Internet Crimes.
4. Report to the service provider, the e-commerce store and your bank.

Accumulative Test

On Lessons 1, 2, 3 & 4

اختبار تراكمي من الدرس الأول للرابع.

1 Choose the correct answer from a, b, c or d.

1. .... present fake situations that try and get your information.
   a. Scam websites b. E-commerce websites
   c. Search websites d. URLs
2. .... say your computer has a problem and you need to download something.
   a. Shopping sites b. Scareware sites
   c. Sweepstakes d. Search websites
3. 🕮 The website address (URL) begins with ....
   a. www b. protocol name
   c. com d. file path
4. .... provides at least two ways of identifying yourself.
   a. Password manager b. MFA
   c. PIN d. GPS

2 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Shopping sites offer you a prize that never comes. ( )
2. Scareware sites never send you the correct items you bought. ( )
3. The resource name such as www.ekb.com follows the protocol. ( )

3 Complete the following sentences with the appropriate words in brackets.

(password manager - data - Stealing software - MFA - PIN - Phishing)

1. .... is sending a message via e-mail or social media applications that looks real but isn't.
2. A .... creates a strong, unique password for each of your accounts.
3. .... provides at least two ways of identifying yourself.

4 Read and circle the correct usage.

1. Sweepstakes :
   - They never send you the correct items you bought.
   - They offer you a prize that never comes.
2. URL
   - Address of the website.
   - Program name.

يمكنك المراجعة باستمرار (تراكمية)
من خلال الصفحة السابقة.



LESSON 5

Intellectual property rights

Learn

Online content :

المحتوى الرقمى :

- It might be tempting to take the content you see online, and copy and paste it into your school report, but copyright law protects print and digital content. Copyright gives creators legal protection for the things they create.

قد يكون من المغرى أن تأخذ محتوى تجده عبر الإنترنت وتنسخه فى تقريرك المدرسى؛ ولكن قانون حقوق النشر يحمى المحتوى المطبوع والرقمى على حد سواء، بمنح المبدعين والمؤلفين الحماية القانونية للأعمال التى ينشئونها [المطبوعة والرقمية].

Copyright

حقوق النشر :

- The international symbol for copyright is the letter C with a circle around it ⟶ ©.

الرمز الدولى لحقوق النشر هو الحرف C مع دائرة حوله © .

- Copyright protects creators' work.

تحمى حقوق النشر أعمال المبدعين والمؤلفين.

- Copyright laws cover many kinds of creations, including this book !

تغطى حقوق النشر أنواعًا متعددة من الإبداعات والأعمال، منها هذا الكتاب !

- Copyright also protects : images, music, movies, games, computer software, and websites.

تحمى حقوق النشر أيضًا الصور والموسيقى والأفلام والألعاب وبرامج الكمبيوتر والمواقع الإلكترونية.

online content	محتوى رقمى	copy	نسخ	paste	لصق
legal protection	حماية قانونية	report	تقرير	creators	مؤلفين

Note

- The copyright for a website is usually at the bottom of the home page.

عادة ما تظهر حقوق النشر الخاصة بالمواقع الإلكترونية فى أسفل الصفحة الرئيسية.

▸ You might be "using" Copyrighted content if you :

ربما "تستخدم" محتوى محميًا بحقوق النشر إذا :

a. Download a TV episode on YouTube.

قمت بتنزيل حلقة تلفزيونية على موقع يوتيوب .

b. Use someone else's artwork on your social media account.

قمت باستخدام عملًا فنيًا لشخص آخر على حسابك عبر وسائل التواصل الاجتماعى.

▸ When you use copyrighted content, you should :

عند استخدامك محتوى محمى بحقوق النشر، عليك :



a. Respect the creator's work and use it fairly.

- احترام عمل صاحبه واستخدام عمله بنزاهة.

b. Ask for permission to use it.

- طلب الإذن قبل استخدام أى محتوى.

c. Attribute it (or give credit) to the creator.

- سند المحتوى إلى صاحبه.

▸ Are there sources on the internet that don't fall under copyright ?

هل هناك مصادر على شبكة الإنترنت لا تقع تحت طائلة حقوق النشر ؟

a. Creative commons : Sometimes the owner of a creative work gives permission to reuse his work at any time and any place, so we can use it freely.

- يعطى صاحب العمل الإبداعى الإذن بإعادة استخدام عمله فى أى وقت وأى مكان، لذلك يمكننا استخدامه بحرية.

b. What is NOT covered by copyrights ?

ما الأعمال الإبداعية التى لا تغطيها حقوق النشر ؟

- works in the public domain — الأعمال التى تصنف ملكية عامة
- facts — الحقائق والوقائع
- discoveries — الاكتشافات
- official documents such as laws — الوثائق الرسمية مثل القوانين
- creative works whose owner has been dead for 50 years

الأعمال الإبداعية التى مر على وفاة صاحبها ٥٠ عامًا.

artwork	عمل فنى	facts	حقائق	permission	إذن
discoveries	اكتشافات	owner	صاحب / ملك	home page	صفحة رئيسية
attribute	يسند	episode	حلقة	documents	مستندات
public domain	ملكية عامة				

Pop Quiz

▶ **Choose the correct answer from a, b, c or d.**

1. .... protects creator's work.
   a. Word program b. Internet c. Copyright d. All websites
2. 🕮 When using copyright content, you .... mention the name of the writers.
   a. may b. mustn't c. can't d. must

Public domain and creative commons. الملكية العامة والمشاع الإبداعى .

- Sources in the public domain and with Creative Commons reuse licenses can be used without a creator's permission.

يمكن استخدام المصادر التى تقع فى نطاق الملكية العامة والحاصلة على رخصة المشاع الإبداعى من دون الحصول على إذن صاحبها.

Written Content

المحتوى المكتوب :

You should only use a small part of someone else's writing in a research paper. This might be words or a few sentences.

عند كتابة ورقة بحثية، يجب أن لا تستعين إلا بجزء صغير فقط من كتابات الشخص الذى ستنقل عنه (بعض الكلمات أو الجمل).

There are two ways to use the writings of others :

هناك طريقتان للاستعانة بكتابات الآخرين :

1. The first is to use the exact words as they are without change.
   الأولى : بنقل الكلمات كما هى من دون تغيير.
2. The second is to paraphrase ideas in your own style.
   الثانية : بإعادة صياغة الأفكار بأسلوبك الخاص.

• In both cases, you must mention the name of the writers.

فى الحالتين يجب أن تذكر أسماء الكُتّاب.

Images

الصور :

- Images are also protected by copyright. الصور أيضًا مشمولة بحماية حقوق النشر.

▶ **When you use an image, you must include :** عندما تريد استخدام إحدى الصور، يجب أن تتضمن :

- the title. العنوان.
- the artist's name. اسم الرسام.
- photographer's name. اسم المصور الفوتوغرافي.

research paper	ورقة بحثية	law	حقوق	filter	يصفى
reuse	إعادة استخدام	artist	فنان	license	رخصة



- a link to the original image. رابط النسخة الأصلية من الصورة.
- what kind of copyright it is protected by.

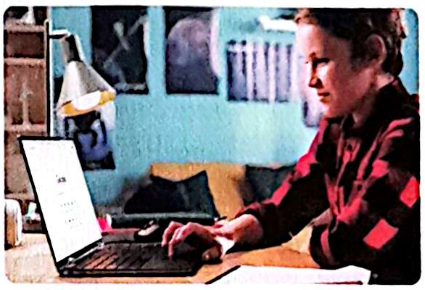
نوع حقوق النشر التى تحميها.

▶ If you don't want to get permission or buy images, you can make or take your own images instead.

◀ إذا كنت لا ترغب فى الحصول على إذن أو شراء صور، يمكنك ابتكار صورك الخاصة أو التقاطها بدلًا من ذلك.

1. Creative Commons Reuse Licenses :

رخصة المشاع الإبداعى :



It means the creator has given permission for their work to be used anytime and anywhere.

هذا يعنى أن صاحب العمل الإبداعى قد أعطى الإذن بإعادة استخدام عمله فى أى وقت وفى أى مكان.

If you are searching for images online, you can filter your results to show only images with this license.

إذا كنت تبحث عن صور عبر الإنترنت، يمكنك تصفية نتائجك لإظهار الصور التى تحمل هذا الترخيص فقط.

2. Public Domain :

الملكية العامة :

It includes all creative works not covered by copyright law.

تشمل جميع الأعمال الإبداعية التى لا تغطيها قانون حقوق النشر.

In Egypt, creative works normally enter the public domain 50 years after the creator of the work dies. فى القانون المصرى، تدخل الأعمال الإبداعية عادة فى نطاق الملكية العامة بعد ٥٠ عامًا من وفاة صاحبها.

Pop Quiz

▶ **Choose the correct answer from a, b, c or d.**

1. 📖 The.............. gives permission to reuse his work at any time and any place, so we can use it freely.

   a. Public domain　　**b.** Creative common

   c. Internet　　**d.** Copyright

2. Creative work that are not covered by copyright, are ....

   a. website　　**b.** public domain

   c. copyright　　**d.** document

Stop here !



استمع الى ملخص الدرس

نقاط هامة وعبارات استرشادية تُمكنك من تلخيص وإتقان الدرس.

Lesson Summary

- The international symbol for copyright is the letter c with a circle around it ©.

- الرمز الدولى لحقوق النشر هو الحرف C مع دائرة حوله ©.

- Copyright protects creators' work.

- حقوق النشر تحمى عمل المبدعين.

- The Copyright for a website is usually at the bottom of the home page.

- عادة ما تظهر حقوق النشر الخاصة بموقع إلكترونى فى أسفل الصفحة الرئيسية.

- The owner of a creative work gives permission to reuse his work at any time and any place, so we can use it freely.

- صاحب العمل الإبداعى يعطى الإذن لإعادة استخدام أعماله فى أى وقت وأى مكان لذلك يمكننا استخدامها بُحرّية.

- When you write a search paper, you should only use a small part of someone's writing (few words or a few sentences).

- عند كتابة ورقة بحثية يجب ألا تستعين إلا بجزء صغير فقط من كتابات الشخص الذى ستنقل عنه بعض الكلمات أو الجمل.

- Creative commons reuse license means the creator has given permission for their work to be used anytime and anywhere.

- معنى رخصة إعادة استخدام الأعمال الإبداعية العامة أن صاحب العمل قد أعطى الإذن بإعادة استخدام عمله فى أى وقت وأى مكان.

- Images are protected by copyright.

- الصور مشمولة لحماية حقوق النشر.

How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
Intellectual property rights	copyright - work	- Copyright protects creators' work.
	respect - fairly	- Respect the creator's work and use it fairly.
	research paper - small part	- When you write a research paper, you should only use a small part of someone's writing.
	public domain - copyright	- Public domain includes all creative works not covered by copyright law.
	include - title	- When you use an image, you must include the title.

General Exercises

On Lesson 5

▸ If you got 🔴 you need to revise the lesson again.

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 [غير جيد] قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

🔵 ممتاز 🟢 جيد جدا
🟡 جيد 🔴 غير جيد

1. Previous Exams تدريبات من الامتحانات السابقة

1 **Put (✓) in front of the correct sentence and (x) in front of the wrong one.**

1. It is not necessary to ask permission before using any copyrighted content. ( ) [البحيرة - ايتاى البارود]
2. People can use photographs without asking permission. ( ) [البحيرة - التحرير]
3. Creative work that are not covered by copyright, are public domains. ( ) [الإسماعيلية - توجيه الكمبيوتر]

2 **Choose the correct answer from a, b, c or d.**

1. Creative works that are not covered by copyright, are .... [الإسماعيلية - توجيه الكمبيوتر]
   a. websites b. public domains c. copyrights d. documents
2. The international symbol for copyright is .... [المنوفية - السادات]
   a. + b. © c. @ d. ℗
3. Copyright doesn't protect .... [المنوفية - السادات]
   a. books b. websites c. discovering d. games

3 **Complete the following sentences with the appropriate words in brackets.**

(Facts - C - bottom)

1. The copyright for a website is usually at the .... of the home page. [الشرقية - مشتول]
2. The international symbol for copyright is the letter .... with a circle around it. [الإسماعيلية - التل الكبير]
3. .... and images are covered by the copyright law. [بنى سويف - بنى سويف]

4 **Match.**

(A)	(B)
1. This is called creative commons. [المنيا - المنيا]	☐ a. includes all creative works that not covered by copyrights low.
2. © [المنوفية - شبين الكوم]	☐ b. The owner of a creative work gives permission to reuse his work at any time and any place.
3. The public domain	☐ c. is the international symbol for copyright.

2. El Moasser Exercises تدريبات كتاب المعاصر

5 Choose the correct answer from a, b, c or d.

1. The international symbol for copyright is the letter .... it.
   a. C with a circle around b. R with a circle around
   c. I with a circle around d. O with a circle around
2. When you use copyrighted content, you should .... and use it fairly.
   a. ignore the creator's work b. respect the creator's work
   c. copy the creator's work d. none of them
3. 🕮 Egyptian law gives freedom to use a creator's creative work .... years after their death.
   a. 30 b. 40 c. 50 d. 60
4. Giving permission to reuse his work at any time and any place, so we can use it freely; this is called the ....
   a. creative commons b. copyright content
   c. public domain d. none of them
5. From the ways to use the writings of others ....
   a. use the exact words b. paraphrase ideas
   c. both (a) & (b) d. none of them
6. .... are protected by copyright
   a. Images b. books c. all of them d. games
7. If you are searching for images online, you can .... your results to show only images with this license.
   a. filter b. search c. find d. copy
8. The creative works that are not covered by copyright are ....
   a. images b. books
   c. public domains d. websites

6 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Copyright laws cover one kind of creations only. (   )
2. Copyright protects creators' work. (   )

3. Copyright protects images, music, movies, games, computer software, and websites. ( )
4. Before using copyright content ask for permission to use it. ( )
5. You should only use all parts of someone else's writing in a research paper without crediting the source. ( )
6. Creative Commons reuse license means the creator has given permission for their work to be used anytime and anywhere. ( )

7 Complete the following sentences with the appropriate words in brackets.

(Data steal software – Image – Egyptian law – Copyright – commons – bottom)

1. Copyright for the websites is usually at the .... of the home page.
2. .... protects creators' work.
3. .... freedom to use a creator's creative work 50 years after their death.
4. ....protected by copyright.

8 Rearrange the following sentences when using copyrighted.

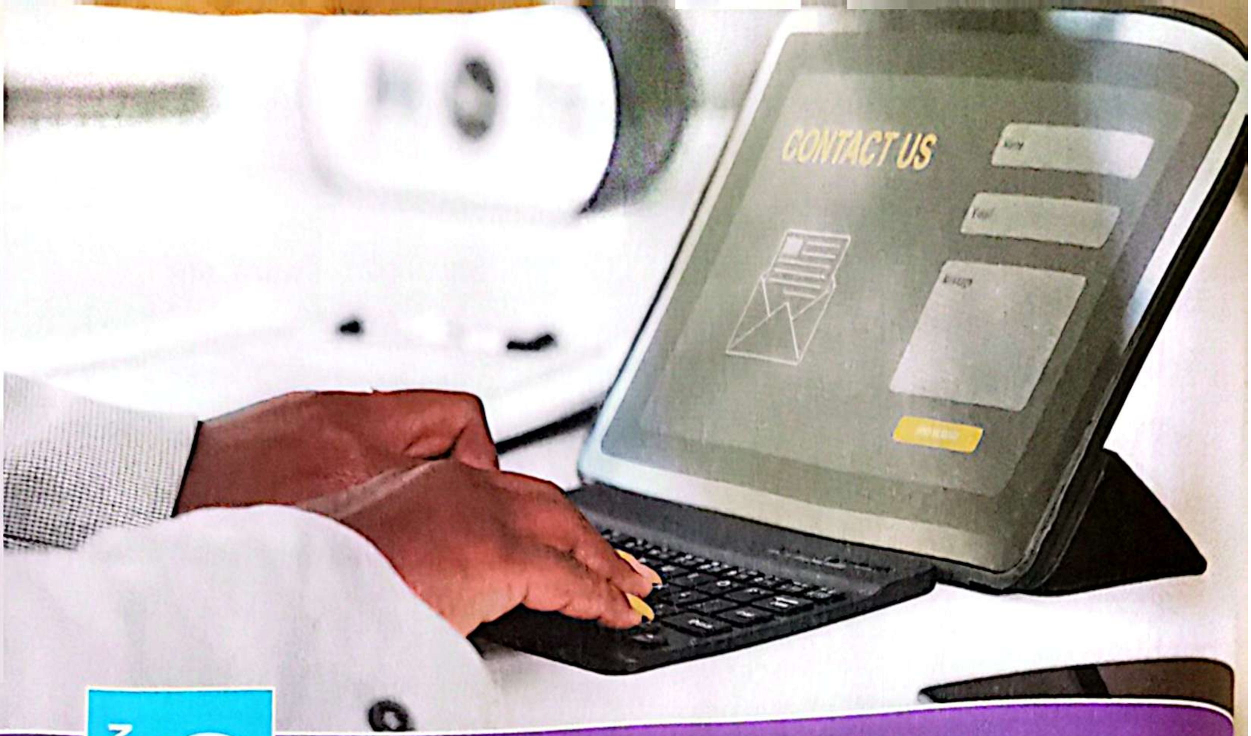
a. Ask for permission to use it. ☐
b. Find the content you want. ☐
c. Attribute it or (give credit) to the creator. ☐
d. Respect the creator's work and use. ☐

9 Read and circle the correct one.

When searching on the internet, you can search using (images - icons) to get accurate results, and you can (filter - delete) the images that appeared in the search results.

قم بتلوين الدائرة باللون
المناسب لمستواك. ◯





LESSON 6 Using digital sources

Learn

▸ Using reliable sources : استخدم مصادر موثوقة :

You may be asked to use some of the resources available online to :

قد يطلب منك استخدام بعض المصادر المتاحة عبر شبكة الإنترنت :

answer a question. للإجابة عن سؤال.	identify solutions to a problem. التعرف على بعض الحلول لمشكلة ما.	conduct study research related to a subject. لإجراء بحث دراسى مرتبط بمادة ما.

Steps that you should think about when you do research :

خطوات يجب اتباعها عندما تقوم بعمل بحث :

1. The first step is identifying reliable digital sources that enable you to accomplish your research tasks. الخطوة الأولى هى تحديد المصادر الرقمية الموثوقة التى تمكنك من انجاز مهامك البحثية.
2. You can also go to the site you want by typing the URL which is the abbreviation of "Uniform Resource Locator" in the search engine.

   كما يمكنك التوجه إلى الموقع الذى تريده من خلال كتابة عنوان الموقع "URL" هو اختصار «محدد موقع المعلومات» فى محرك البحث.
3. You can also ask your teacher or a family member for help while browsing a site for the first time, and in all cases, the best way to find reliable digital sites is following the sites recommended by your teacher or school, such as the Egyptian Knowledge Bank.

   يمكنك أيضًا أن تستعين بمعلمك أو بأحد أفراد اسرتك أثناء تصفحك موقعًا للمرة الأولى، وفى كل الأحوال أفضل طريقة للعثور على المواقع الرقمية الموثوقة هى اتباع المواقع المقترحة من معلمك أو مدرستك مثل بنك المعرفة المصرى.
4. Often these websites are stored on a bookmark bar in your browser.

   غالبًا ما تُخزن هذه المواقع الإلكترونية فى شريط الإشارات المرجعية فى متصفحك.

question	سؤال	solution	حل	conduct	يجرى	site	موقع
task	مهام	member	عضو	accomplish	ينجز		

Let's discover

Know what a fact and an opinion is
تعلم ماهية الحقائق والآراء

Facts الحقائق

- Come from research and observation.
  تنتج عن البحث والملاحظة.
- are statements that can be proven.
  جمل يمكن إثباتها.
- can not be debated and are true for everyone. لا تحمل الجدل وتنطبق على الجميع.

Opinions الآراء

- are based on someone's views and experiences.
  تستند إلى وجهات نظر الشخص وخبراته.
- cannot be proven. لا يمكن إثباتها.
- can be debated and are not true for everyone. تحمل الجدل ولا تنطبق على الجميع.

Pop Quiz

Choose the correct answer from a, b, c or d.

1. 🕮 You can ask .... for help while browsing a site for the first time.
   a. your teacher **b.** family member **c.** both (a) & (b) **d.** none of them
2. When doing a search, make sure the information is based on ....
   a. unreliable **b.** opinions **c.** reliable **d.** facts

Use multiple sources and facts : استخدم مصادر وحقائق متعددة.

- It's a good decision to use **multiple sources** in your research.
  إن استخدام مصادر متعددة أثناء بحثك قرار صائب.
- This helps make sure you know all the important **facts** about a topic.
  ذلك يضمن معرفتك بكل الحقائق المهمة المتعلقة بموضوع معين.
- Following copyright rules and laws is also a good decision.
  إن اتباع قواعد حقوق النشر وقوانينها قرار صائب أيضًا.

It's OK if two reliable websites include the same information.
ما من مشكلة إذا تضمن موقعان موثوقان المعلومات نفسها.

- It often means that the facts are true.
  إنه غالبًا ما يعني ذلك صحة الحقائق.
- Write notes for the first source.
  اكتب ملاحظات من المصدر الأول.
- Then scan the next source for additional facts to add to your notes.
  ثم تفحص المصدر الثالث للحصول على معلومات تضيفها إلى ملاحظاتك.

views	وجهات نظر	experience	خبرة
decision	قرار	fact	حقيقة
topic	موضوع	observation	ملاحظة
		multiple	متعدد

If two online sources have different information
أما في حال احتواء موقعين على معلومات مختلفة للموضوع نفسه يجب أن :

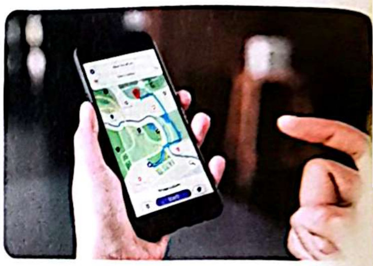
- Double-check that both sites are reliable.
تتحقق جيدًا من أن كلاهما موثوق.

- Make sure the information is based on fact instead of opinion.
تأكد أن المعلومات مبنية على الحقائق وليس على الآراء.

Online sources :

Sources other than text in online articles and encyclopedias include important information.
تتضمن المصادر الأخرى غير النصوص في المقالات والموسوعات الرقمية معلومات هامة.

- **If you need facts that can be measured, maps, graphs, infographics, and charts will be useful.**
فإذا كنت بحاجة إلى حقائق يمكن قياسها، فستكون الخرائط والمخططات والمخططات المعلوماتية والجداول مفيدة.



Pictures and videos.
الصور ومقاطع الفيديو.

- Can also be reliable sources too.
يمكن أن تكون مصادر موثوقة أيضًا.
- Sometimes help us acquire information better through watching than just reading words.
تساعدنا أحيانا على اكتساب المعلومات بالمشاهدة على نحو أفضل من قراءة النصوص فقط.



Archives and databases :
السجلات وقواعد البيانات.

- can also be reliable sources.
يمكن أن تكون مصادر موثوقة.
- contain many types of research materials, including books, articles, diaries, letters, and photographs.
تحوي مواد بحثية متعددة، بما في ذلك الكتب والمقالات والمذكرات والرسائل والصور.

Egyptian Knowledge Bank
بنك المعرفة المصري

- The Egyptian Knowledge Bank is an example of an archive.
بنك المعرفة مثال على ذلك.

Stop here !



استمع إلى ملخص الدرس

نقاط هامة وعبارات استرشادية تُمكنك من تلخيص وإتقان الدرس

Lesson Summary

- Using reliable sources to conduct study research related to a subject.
  استخدم مصادر موثوقة لإجراء بحث دراسي مرتبط بمادة ما.
- Following the sites recommended by your teacher or school such as the Egyptian Knowledge Bank. اتباع المواقع المقترحة من معلمك أو مدرستك مثل بنك المعرفة.
- Identifying reliable digital sources that enable you to accomplish your research tasks.
  تحديد مصادر رقمية موثوقة تمكنك من إنجاز مهامك البحثية.
- Facts come from research and observation. They are statements that can be proven.
  الحقائق تأتى من البحث والملاحظة. إنها جمل يمكن إثباتها.
- Facts cannot be debated and are true for everyone. لا تحتمل الجدل وهى تنطبق على الجميع.
- Opinions are based on someone's views and experiences.
  الآراء مبنية على آراء وخبرات شخص ما.
- Opinions cannot be proven, but they can be debated. They are not true for everyone.
  لا يمكن إثبات الآراء، لكن يمكن مناقشتها. إنها لا تنطبق على الجميع.
- It's good decision to use multiple sources in your research.
  إن استخدام مصادر متعددة أثناء بحثك قرار صائب.
- If you need facts that can be measured, maps, graphs, infographics and charts will be useful.
  إذا كنت بحاجة إلى حقائق يمكن قياسها فستكون الخرائط والمخططات والمخططات المعلوماتية والجداول مفيدة.
- Archives and databases contain many types of research materials such as EKB.
  تحوى السجلات وقواعد البيانات مواد بحثية متعددة مثل بنك المعرفة المصرى.

How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
Using digital sources	reliable - accomplish	Identify reliable digital sources to accomplish your research tasks.
	typing - engine	You can go to the site you want by typing the URL in the search engine.
	URL	URL is the abbreviation of "Uniform Resource Locator".
	opinion - experiences	Opinions are based on someone's views and experiences.
	EKB	EKB website is one of reliable sources.
	decision - sources	It's a good decision to use multiple sources in your research.
	facts - proven	Facts can be proven, but they can't be debated.
	bookmark bar	Often these websites are stored on a bookmark bar in your browser.
	acquire information	Pictures and videos help us acquire information better through watching than just reading words.

General Exercises
On Lesson 6



▸ If you got 🔴 you need to revise the lesson again.

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 (غير جيد) قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

🟢 جيد جدا
🔴 غير جيد

1. Previous Exams تدريبات من الامتحانات السابقة

1 Choose the correct answer from a, b, c or d.

1. .... result from research and observation, they can be proven. (المنيا - سمالوط)
   a. Opinions b. Facts c. Lies d. Reliable
2. .... come(s) from research and observation. They are statements that can be proven. (الجيزة - العمرانية)
   a. Opinions b. Facts c. Information d. Lies
3. .... website is one of reliable sources. (الجيزة - شمال الجيزة)
   a. Whatsapp b. Facebook
   c. Egyptian Knowledge Bank d. Youtube
4. Using multiple .... in research, helps make sure you know all the important facts about a topic. (القاهرة - التبين)
   a. facts b. opinions c. sources d. data
5. If two reliable websites include the same information. It means that the information is .... (القاهرة - الشروق)
   a. false b. not reliable c. true d. incorrect

2 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. "Some spiders work together to build giant webs". This sentence is an opinion. (المنيا - المنيا) ( )
2. Facts are based on someone's views and experiences. (القاهرة - غرب مدينة نصر) ( )
3. You can ask your teacher or a family member for help while browsing a site for the first time. (البحيرة - أيتاى البارود) ( )

3 Complete the following sentences with the appropriate words in brackets.

(debated - good - proven - Opinions)

1. .... can't be proven, but they can be debated. (القاهرة - غرب مدينة نصر)
2. It's a .... decision to follow copyright rules. (سوهاج - جهينة)
3. Facts cannot be .... (الاسكندرية - العجمى)

2. El Moasser Exercises تدريبات كتاب المعاصر

4 Choose the correct answer from a, b, c or d.

1. You can go to the site you want by typing the ....
   a. homepage b. URL
   c. website name d. home page
2. .... is considered one of the reliable sources.
   a. EKB b. Google c. Facebook d. Social media
3. .... cannot be proven, but they can be debated. They are not true for everyone.
   a. Facts b. Opinions c. Reliable d. Trusted
4. 🕮 .... are based on someone's views and experiences.
   a. Facts b. Opinions c. Reliable d. Unreliable
5. When searching for information and found it in two reliable sources, this means that it is ....
   a. false information b. correct information
   c. incorrect information d. unreliable information
6. It's a good decision to use .... sources in your research.
   a. multiple b. one c. two d. five
7. 🕮 The site of .... is an example of a site that the teacher may recommend to you to obtain reliable information.
   a. Facebook b. Google c. EKB d. social media

5 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. URL is the abbreviation of "Uniform Resource Locator". ( )
2. You can ask your teacher or a family member for help while browsing a site for the first time. ( )
3. 🕮 Facts are statements that can be proven. ( )
4. Opinions cannot be debated and are true for everyone. ( )
5. When doing a search, make sure the information is based on fact instead of opinion. ( )
6. Following copyright rules and laws is not important when doing search online. ( )

7. Articles and encyclopedias are among the sources from which information is obtained. ( )
8. When searching for information and found it in two reliable sources, this means that it is correct information. ( )
9. Photos and videos are from unreliable sources. ( )

6 Complete the following sentences with the appropriate words in brackets.

(Opinions - multiple sources - EKB - Facts - URL)

1. .... is the abbreviation of "Uniform Resource Locator".
2. .... website is one of reliable sources.
3. .... can be proven, but they can be debated
4. It's a good decision to use........................... in your research.
5. .... are based on someone's views and experiences.

7 Read and choose :

You want to use online resources to conduct study research and want to identify the most reliable digital sources that enable you to accomplish your research tasks. Do you ...

- use a website recommended by your teacher ? ☐
- use one source in your research ☐
- use an opinion that has been given on a website ? ☐
- use archives and databases ? ☐
- follow copyright rules and laws ?

8 Read and circle the correct usage.

1. EKB
   - is considered one of the reliable sources.
   - is considered one of the unreliable sources.
2. Sources
   - It's a good decision to use only one source.
   - It's a good decision to use multiple source.

قم بتلوين الدائرة باللون
المناسب لمستواك. ◯



Revision

on Lessons 5 & 6

مراجعة عامة على الدرسين الخامس والسادس في ورقة واحدة



Lesson 5 : Intellectual property rights

1

- The copyright law protects print and digital content.
- Copyright Ⓒ = protects creator's work.
- Copyright protects :
  - Books
  - Music
  - Images
  - Games
  - Websites
  - Movies
  - Computer software

2

Creative commons

- The owner of a creative work gives permission to reuse his work at any time and any place. So we can use it freely.
- Creative works that aren't covered by copyrights :
  1. Public domain
  2. Facts
  3. Discoveries
  4. Official documents such as laws.
  5. In Egypt, creative works enter the public domain 50 years after the creator of the work dies.
- Creative commons reuse license : The creator has given permission for their work to be used anytime and any where.
- You can filter your results to show only images with this license.

Lesson 6 : Using digital sources

1

Reliable sources

- To use the reliable sources available online to :
  - answer a question.
  - identify solutions to a problem.
  - conduct study research.
- When searching for information you should think about :
  - Identifying reliable digital sources.
  - Going to the site you want.
  - Asking a teacher or a family member for help.
  - Following the sites recommended

2

Facts & Opinions

Facts :

1. Come from research and observation.
2. Can be proven.
3. Cannot be debated.
4. are true for everyone.

Opinions :

1. are based on someone's views and experiences.
2. can not be proven.
3. can not be debated.
4. are not true for everyone.

Accumulative Test

On Lessons 1, 2, 3, 4, 5 & 6



اختبار تراكمي من الدرس الأول للدرس السادس

1 Choose the correct answer from a, b, c or d.

1. You can also go to the site you want by typing the ....
   a. homepage　　b. URL
   c. website name　　d. page
2. 📖 .... is considered one of the reliable sources.
   a. EKB　　b. Google　　c. Facebook　　d. Websites
3. .... cannot be proven, but they can be debated. They are not true for everyone.
   a. Facts　　b. Opinions　　c. Reliable　　d. Trusted
4. The international symbol for copyright is the letter .... it.
   a. C with a circle around　　b. R with a circle around
   c. I with a circle around　　d. P with a circle around
5. 📖 The copyright for a website is usually at the .... of the homepage.
   a. top　　b. right　　c. bottom　　d. left

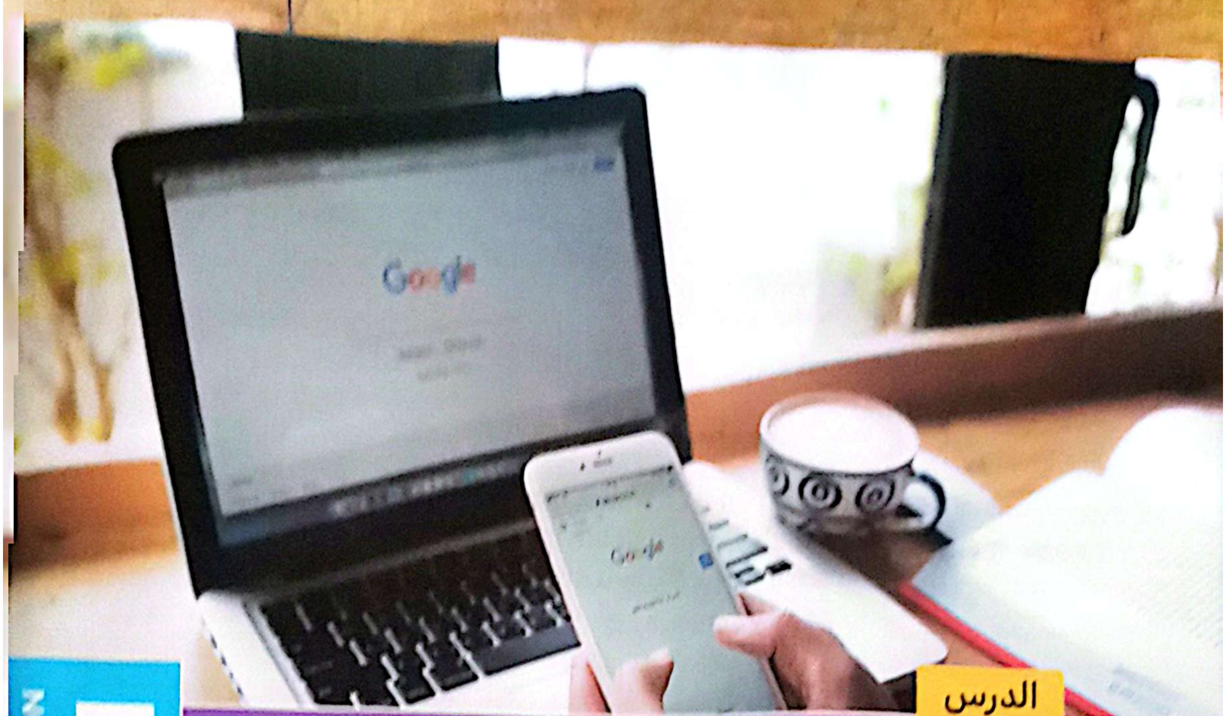
2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Copyright laws cover one kind of creations only. (　)
2. Copyright protects creators' work. (　)
3. EKB is the abbreviation of "Egyptian Knowledge Bank". (　)
4. Egyptian law gives freedom to use a creator's creative work 40 years after their death. (　)
5. You should only use all parts of someone else's writing in a research paper without crediting the source. (　)

3 Read and correct words between brackets.

1. It's a good decision to use (one source) in your research. (................)
2. (Opinions) are statements that can be proven. (................)
3. The (Facebook sites) is an example of a site that the teacher may recommend to you to obtain reliable information. (................)

يمكنك المراجعة باستمرار (تراكمية)
من خلال الصفحة السابقة.



LESSON 7

Advanced searches

الدرس للإطلاع

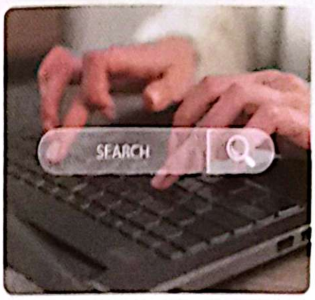
Learn

▶ To get specific search results : لتحصل على نتائج بحث دقيقة :

Start with a specific topic and research questions :

عليك أولاً تحديد موضوعك وأسئلتك البحثية :

- "The Aswan Dam" is not a specific topic. موضوع غير محدد
- "The construction of the Aswan Dam" is a specific topic. موضوع محدد



- For the topic, the research questions might include.

في هذا الموضوع قد تشمل أسئلة البحث ما يلي :

- What materials were used to build the Aswan Dam ? or How many workers built the Aswan Dam ? are research questions. أسئلة بحثية

Using keywords to do search questions

"materials" and "Aswan Dam"	for →	What materials were used to build the Aswan Dam ?
"how many" or "number", "workers", and Aswan Dam"	for →	How many workers built the Aswan Dam ?

specific	محدد	materials	مواد خام	research question	سؤال بحثى
keywords	كلمات دالة	topic	موضوع	workers	عمال
search	بحث	Aswan Dam	سد أسوان		

Accurate search terms :

مصطلحات بحث دقيقة :

1 Use synonyms to make your search terms more accurate.

استخدم المرادفات لزيادة دقة كلمات البحث الخاصة بك.

For example :



You want to research the amount of time 13 to 18-year-old people spend online each day. You use the search satring children time computer, but there are too many results.

تريد مثلًا البحث عن مقدار الوقت الذى يقضيه الأشخاص الذين تتراوح أعمارهم بين ١٣ و ١٨ عامًا على الإنترنت يوميًا. بناء على ذلك استخدمت سلسلة البحث «وقت الأطفال أمام الكمبيوتر» ولكن ظهر لك عدد كبير جدًا من النتائج.

When you change the search string to teenagers time online will narrow the results.

عندما تغير سلسلة البحث إلى «وقت المراهقين على الإنترنت، فسيؤدى إلى تضييق نطاق النتائج.



2 If you put the search string in quotation marks, your search will be narrowed even more, to only results with the exact terms in quotation marks.

إذا وضعت سلسلة البحث بين علامتى، تنصيص فسيضيف نطاق بحثك بشكل أكبر، بحيث يقتصر على النتائج التى تحوى بعض المصطلحات الواردة بين علامتى التنصيص تحديدًا.



3 Some search engines suggest keywords and similar searches.

تقترح بعض محركات البحث كلمات مفتاحية وعمليات بحث مشابهة.

4 Search engines also have an advanced searching tool that helps you limit search results.

تحوى محركات البحث أيضًا على أداة بحث متقدمة تساعدك فى تضييق نتائج البحث.

You can use them to

1. Combine or exclude keywords

لدمج الكلمات المفتاحية أو استبعادها

2. limit the results to specific domains such as (edu. gov.)

تضييق النتائج إلى نطاقات معنية

Pop Quiz

▶ **Choose the correct answer from a, b, c or d.**

1. 🕮 Use .... words in the search engine to make your search more accurate.
   a. the same **b.** different **c.** synonyms **d.** marks
2. .... suggest keywords and similar searches.
   a. Anti-viruses **b.** Search engines **c.** Operating systems **d.** Computer system

synonyms	مرادفات	suggest	يقترح	result	نتيجة	teenagers	مراهقين
quotation mark	علامة تنصيص	search engine	سلسلة البحث	limit	يحد	narrow	تضييق
accurate	دقة	tool	أداة				

Let's discover :

Boolean operators and search modifiers
العوامل المنطقية ومعدلات البحث :

	Boolean operators			Search Modifiers		
	AND	OR	NOT	" "	( )	*
Example	video games and teenagers	child or teenager	video games not online	"video games"	(video games) teenagers	teen*
Results	will include both terms. ستشمل كلتا الكلمتين	will include either term. ستشمل إحدى الكلمتين	will not include the terms. لن تشمل الكلمات المذكورة	will include the exact terms. تتضمن الكلمات المذكورة بالضبط	prioritize what is in parentheses. الأولوية لما هو بين قوسين	will include all forms of a word. ستشمل النتائج كل أشكال الكلمة

Search results

To get the correct results of searching : **للحصول على نتائج صحيحة من البحث :**

1. Scan the summary for each search result. ١. دقق في ملخص كل نتيجة بحث.
2. Look for the titles connected to your topic and keywords in bold. ٢. ابحث عن العناوين المرتبطة بموضوعك والكلمات المفتاحية بالخط العريض.
3. Scan for facts that answer your research questions. ٣. دقق في الحقائق التي تجيب عن أسئلة بحثك.
4. Choose the results that have many of these items. Then click on each possible source and skim the content. ٤. اختر النتائج التي تحوي العديد من هذه العناصر ثم أنقر على كل مصدر محتمل.
5. Look for titles, headers, and keywords that match your research topic and questions. ٥. ابحث عن العناوين ورؤوس الموضوعات والكلمات المفتاحية المطابقة لموضوع بحثك وأسئلتك.
6. Choose the sources with the best match. ٦. اختر المصادر الأكثر تطابقًا.

Pop Quiz

- **Choose the correct answer from a, b, c or d.**

1. If you use the .... operator, the results will include one of the two words.
   a. AND **b.** OR **c.** NOT **d.** ( )
2. Scan the .... for each search result.
   a. summary **b.** result **c.** title **d.** password

prioritize	تحديد الأولويات	header	رأس موضوع	skim	يتصفح
title	عنوان	summary	ملخص	bold	خط عريض
award	جائزة	best match	أكثر تطابقًا	content	محتوى

Stop here !



استمع إلى ملخص الدرس

نقاط هامة وعبارات استرشادية تُمكنك من تلخيص وإتقان الدرس.

Lesson Summary

- To get specific search results for your online search, use a specific search topic and research questions.
للحصول على نتائج محددة لبحثك عبر الإنترنت استخدم موضوع بحثى محدد وأسئلة بحثية محددة.
- Use synonyms to make your search terms more accurate.
استخدم المرادفات لجعل مصطلحات البحث الخاصة بك أكثر دقة.
- If you use the search string to children time computer, you will find too many results. إذا استخدمت سلسلة البحث (وقت الأطفال أمام الكمبيوتر) ستجد عديد من النتائج.
- Search engines suggest keywords and similar searches. Search engines also have an advanced searching tool that helps you limit search results.
محركات البحث تقترح عليك كلمات مفتاحية وعمليات بحث مشابهة. تحوى محركات البحث أيضًا أداة بحث متقدمة تساعدك فى تضييق نتائج البحث.
- Scan for facts that answer your search questions. دقق فى الحقائق التى تجيب عن أسئلة بحثك.
- Look for titles, headers and keywords that match your search topic and questions. ابحث عن العناوين ورؤوس الموضوعات والكلمات الدالة المطابقة لموضوع بحثك وأسئلتك.

How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
Advanced search	topic-questions	- Use a specific search topics and research questions.
	synonyms-terms	- Use synonyms to make your search terms more accurate.
	search string - teenagers	- When you change the search string to teenagers time online will narrow the results.
	search engine	- some search engines suggest keywords and similar searches.
	NOT-terms	- If you use the NOT operator, the result will not include the terms.
	AND-both	- If you use the AND operator, the result will include both terms.
	( ) - prioritize	- If you use the ( ) operator, the result will prioritize what is in parentheses.

General Exercises
On Lesson 7



▸ If you got 🔴 you need to revise the lesson again.

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 (غير جيد) قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

🔵 ممتاز	🟢 جيد جدا
🟡 جيد	🔴 غير جيد

1. Previous Exams تدريبات من الامتحانات السابقة

1 Choose the correct answer from a, b, c or d.

1. When the results include the exact words, we must use .... search modifier. (الجيزة - الدراسة)
   a. quotation marks b. parentheses c. NOT d. OR
2. When searching about two terms and you want the results to include both of them. Use the operator .... (الاسكندرية - شرق)
   a. OR b. AND c. NOT d. ( )
3. In a search strategy, you must first .... (المنوفية - سرس الليان)
   a. share results b. use keywords c. decide on topic d. make a result

2 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. If the logical operator (OR) is used. The results will include either term. (الدقهلية - ميت غمر) ( )
2. Boolean operators include "THE - AND - OR" (المنيا - المنيا) ( )
3. Using synonyms doesn't make searches more accurate. (المنوفية - شبين الكوم) ( )

3 Complete the following sentences with appropriate words between brackets.

(" " – ( ) – and)

1. Use the logic operator .... to include both words in the search results. (الفيوم - غرب الفيوم)
2. Using ...., helps to prioritize what is in parentheses. (الاسكندرية - العجمي)

4 Match.

(A)	(B)
1. It is used to search for a topic on the internet. (المنوفية - قويسنا)	☐ a. *
2. It will include all forms of a word. (الاقصر - الاقصر)	☐ b. keywords
	☐ c. NOT

2. El Moasser Exercises تدريبات كتاب المعاصر

5 Choose the correct answer from a, b, c or d.

1. If you put the search string in .... marks, your search will be narrowed.
   a. " " b. ( ) c. { } d. *
2. .... have an advanced searching tool that helps you limit search results.
   a. Keywords b. Search engines c. Synonyms d. All websites
3. When using .... operator, the results will not include the terms.
   a. Not b. OR c. AND d. ( )
4. 📖 When using .... operator, the results will include all forms of a word.
   a. + b. – c. * d. " "
5. The search engine containing .... that helps you limit search results.
   a. advanced searching tool b. image tool
   c. search box d. text tool
6. When using the .... the results prioritize what is in parentheses.
   a. " " b. ( ) c. { } d. *

6 Put (✓) in front of the correct sentence and (×) in the front of the wrong one.

1. Some search engines suggest keywords and similar searches. ( )
2. You can use advanced a searching tools to combine, or exclude, keywords or limit the results to specific domains such as edu-or gov. ( )
3. When using the quotations " ", the results will not include the terms. ( )
4. 📖 When using OR operator, the results will include either term. ( )
5. Find facts that answer your research questions when doing research. ( )
6. Search engines do not suggest keywords and similar searches. ( )

7 📖 Complete the sentences with the appropriate words in brackets.

(AND – OR – NOT – " " – ( ) – *)

....	The results will include either term
....	The results will include all forms of a word
....	The results prioritize what is in parentheses
....	The results will include both terms
....	The search will be narrowed
....	The results will not include the terms



قم بتلوين الدائرة باللون المناسب لمستواك.

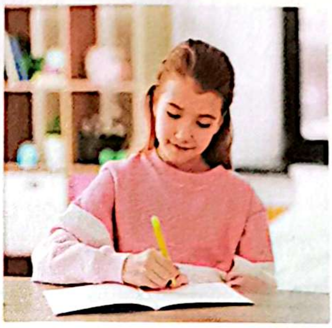


LESSON 8

Documenting information appropriately

Learn

Taking notes



- A research paper is written in your own words.

  ورقتك البحثية تكون مكتوبة بأسلوبك الخاص.

- This is easier to do if you start with notes written in your words.

  يصبح أسهل إذا بدأت بتدوين ملاحظاتك بصياغتك الخاصة.

- For each source, add the URL and the author's name at the top of your notes.

  لكل مصدر تستخدمة ضف محدد موقع المعلومات واسم المؤلف فى الجزء العلوى من ملاحظاتك.

- Reread each note. أعِد قراءة كل ملاحظة دونتها.
- If information is missing, return to the source and find the missing information.

  إذا كان هناك معلومات مفقودة، ارجع إلى المصدر وابحث عنها.

- When an author's words are important or unforgettable, use quotation marks to add those exact words to your notes.

  عندما تكون أقوال المؤلف هامة أو لا تُنسى، استخدم علامة التنصيص (" ") لإضافتها كما هى إلى ملاحظاتك.

Search Sources by keyword

مصادر البحث بواسطة الكلمة المفتاحية :

1. Type (CTRL + F) on the keyboard. اكتب [CTRL + F] على لوحة المفاتيح.
2. Enter the term in the search box. ادخل المصطلح فى خانة البحث.
   - The keyword will be highlighted everywhere it appears on the page.

   وبهذا ستظل الكلمة المفتاحية مظللة أينما وجدت فى الصفحة.

research paper	ورقة بحثية	take notes	يدون ملاحظات	author	مؤلف
keyword	كلمة دالة	search box	صندوق البحث	unforgettable	لا تنسى

Paraphrasing :

إعادة صياغة النص :

- When you paraphrase, use your own words to explain the ideas of the writer.

عندما تعيد صياغة نص، استخدم أسلوبك الخاص لشرح أفكار المؤلف.

▸ Paraphrasing mean to :

Change

some of the vocabulary words.	the order of the ideas.	the sentence structure.
تغيير بعض المفردات اللغوية .	تغيير ترتيب الأفكار	تغيير بناء الجمل.

- By paraphrasing you are showing respect for the author's work.

انت تُظهر من خلال إعادة صياغة نص، الاحترام لعمل المؤلف.

05 min **Pop Quiz**

▸ **Choose the correct answer from a, b, c or d.**

1. When .... , you change some of the vocabulary words, the order of the ideas.
   a. Paraphrasing **b.** rewriting **c.** reading **d.** writing
2. 📖 We use .... marks for adding the important author's sentences.
   a. quotation **b.** brackets
   c. curly brackets **d.** question

Let's discover :

Using quotes :

استخدام الاقتباسات

When you include a quote, you :

عندما تقتبس قولًا ما، عليك :

- state where the quote came from and why you are using it.

أن تحدد مصدره وسبب استخدامه.

- can use sentence starters to share this information.

يمكنك استخدام بادئات الجمل لمشاركة هذه المعلومات.

Quotes support your ideas and arguments.

تدعم الاقتباسات أفكارك وبراهينك.

highlighted	مظلل	arguments	نقاشات	vocabulary	مفردات لغوية
explain	يشرح	structure	بناء الجمل	author	مؤلف
sentence structure	بناء الجمل	paraphrase	إعادة صياغة النص	sentence starters	بادئات الجمل

Sentence starters to share quotes

بادئات الجمل لمشاركة الاقتباسات

In the article (article ti) it said...	According to (author's name)...	(author's name) states...
This shows that...	This proves that ...	This illustrates ...
هذا يُظهر أن ...	هذا يُثبت أن ...	هذا يوضح أن ...

Citing sources :

RESULT

- At the end of a research report, you list your sources on a Works Cited page.

في نهاية التقرير البحثى، تُدرج مصادرك فى صفحة «قائمة الأعمال المقتبس منها».

WHY

- Because websites change, some online sources include a permalink to use as the cited web address.

لأن المواقع الإلكترونية تغيرت فإن بعض المصادر المتاحة عبر الإنترنت تتضمن رابطًا ثابتًا لاستخدامه كموقع إلكترونى مقتبس منه.

▸ Permalinks :

الرابط الثابت هو :

- permanent hyperlink.

وصلة تشعبية دائمة.

- a highlighted word or a picture you click on to take you to another web location.

كلمة مظللة أو صورة تضغط عليها لتأخذك إلى موقع إلكترونى آخر.

- Look for a "share" or "cite this" button to find the permalink.

ابحث عن مفتاح «مشاركة» أو «استشهد بهذا» للعثور على الرابط الثابت.

- You can ask your teacher for help to view one of these hyperlinks.

يمكنك الاستعانة بمعلمك للإطلاع على أحد هذه الروابط التشعبية.

When you cite a source, you should use the following method:

عندما تقتبس من مصدر ما عليك اتباع الطريقة التالية :

1. Put the citations in alphabetical order by the author's last name or the title of the article, if there is no author.

- ضع المصادر المقتبس منها بالترتيب الأبجدى بحسب اسم عائلة المؤلف أو عنوان المقال فى حال غياب المؤلف.

2. Then give the source, the date, and the URL.

- بعدها اذكر المصدر، التاريخ، والرابط الإلكترونى.

article مقال	sources المصادر	click بنقر	
citing الاستشهاد	permalink رابط ثابت	citations اقتباسات	

Egypt beach resorts fight global scourge of plastic trash. (2019, December 21). Arab News. Retrieved August 12, 2022, https://arab.news/pwhre

For a YouTube video

- Use the uploader as the author, the date, the video title followed by the word "video", the site name, and the URL.

- استخدم اسم من رفع الفيديو بمثابة المؤلف، ثم ضع التاريخ، وعنوان الفيديو المتبوع بكلمة "فيديو"، واسم الموقع، والرابط الإلكترونى.

- For Example RTV, 2019. Very Nile video. YouTube, https://www.youtube.com/watch?v=yH5SVIgN_gY

Pop Quiz

1 Choose the correct answer from a, b, c or d.

1. When you .... , put the citations in alphabetical order by the author's last name or the title of the article.
   a. paraphrasing b. quote c. cite a source d. Question marks
2. You can use .... to share information.
   a. vocabulary b. keyword c. sentence starters d. article

2 Read and circle the correct usage.

1. Permalink :
   - a highlighted word or picture : you click on to take you to another web location.
   - a highlighted table : you click on to take you to the same web address.
2. cite the sources :
   - At the beginning of the research
   - At the ending of the research

3 Read and correct words between brackets.

1. When you cite a source, you should use the following method :
   Put the citations in (Numeric) order. (..................)
2. When (copying text), you change some of the vocabulary words, the order of the ideas. (..................)

 site name اسم الموقع uploader اسم رافع الفيديو title عنوان date تاريخ

Stop here !



نقاط هامة وعبارات استرشادية تمكنك من تلخيص وإتقان الدرس.

استمع إلى
ملخص الدرس

Lesson Summary

- To search an online source by a keyword :

للبحث عن مصدر عبر الإنترنت بواسطة كلمة مفتاحية :

- Type CTRL + F and enter the term in the search box.

- اكتب [CTRL + F] للدخول على المصطلح في خانة البحث.

- The keyword will be highlighted everywhere it appears on the page.

- ستظل الكلمة المفتاحية مظللة أينما وجدت في الصفحة.

- Quotes support your ideas and arguments. When you include a quote, you state where the quote came from and why you are using it. You can use sentence starters to share this information

- تدعم الاقتباسات أفكارك وبراهنك، عندما تقبس قولًا ما عليك أن تحدد مصدره وسبب استخدامه. يمكنك استخدام بادئات الجمل لمشاركة هذه المعلومات :

- **When you cite a source, you should :**

عندما تستشهد بمصدر عليك أن :

- Put the citations in alphabetical order by the author's last name or the title of the article, if there is no author. Then give the source, the date, and the URL.

- أن تضع الاقتباسات بترتيب أبجدي حسب الاسم الأخير للمؤلف أو عنوان المقالة إن لم يكن هناك مؤلف. ثم ضع المصدر، التاريخ والرابط الإلكتروني.

- Look for a "share" or "cite this" button to find the permalink.

- ابحث عن مفتاح «مشاركة» أو «إستشهد بهذا» للعثور على الرابط الثابت.

- For a YouTube video, use the uploader as the author, the date, the video title followed by the word "video", the site name, and the URL.

- عندما يكون المصدر من اليوتيوب، استخدام اسم من رفع الفيديو بمثابة المؤلف ثم ضع التاريخ وعنوان الفيديو المتبوع بكلمة «فيديو» واسم الموقع والرابط الإلكتروني.

How to deal with the exam

كلمات وعبارات استرشادية تساعدك على حل أسئلة الامتحان.

Topic	Guiding words	Exam items
Documenting information appropriately	words - notes	- This is easier to do if you start with notes written in your own words.
	search - CTRL + F	- To search an online source by a keyword type (CTRL + F) on the keyboard.
	respect - work	- By paraphrasing you are showing respect for the author's work.
	state - quote	- When you include a quote, you state where the quote came from and why you are using it.
	picture - link	- A picture you click on to take you to another web is a permalink.
	uploader - author	- Use the uploader on youtube as the author.

General Exercises

On Lesson 8



▸ If you got 🔴 you need to revise the lesson again.

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 [غير جيد] قم بمراجعة الدرس مرة أخرى من الصفحة السابقة.

ممتاز | جيد جدا | جيد | غير جيد

1. Previous Exams تدريبات من الامتحانات السابقة

1 Choose the correct answer from a, b, c or d.

1. To search for an online resource keyword, press .... [القاهرة - المطرية]
   a. ALT + Ctrl + Del b. CTRL + F c. CTRL + G d. CTRL
2. Some online sources include a .... to use it as the websites may change.
   a. special character b. special link c. permalink d. quote
   [الفيوم - غرب الفيوم]
3. When you .... a statement, you must specify its source and the reason for using it. [الاسماعيلية - التل الكبير]
   a. copy b. quote c. write d. save

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Paraphrasing means you can't change some of the vocabulary words, the order of the ideas and the sentence structure. [الدقهلية - منية النصر] ( )
2. Taking notes when writing a research paper is important. [الدقهلية - توجيه الكمبيوتر] ( )
3. When you quote a statement, it is not necessary to specify its source and the reason for its use. [الفيوم - غرب الفيوم] ( )

3 Match.

(A)	(B)
1. It is used to search for keywords. [الجيزة - ٦ أكتوبر]	☐ **a.** Quotes
2. It is used to add the important author's words. [القاهرة - الساحل]	☐ **b.** quotation marks " "
3. They are support your ideas and arguments. [بنى سويف - الواسطة]	☐ **c.** CTRL + F

2. El-Moasser Exercises تدريبات كتاب المعاصر

4 Choose the correct answer from a, b, c or d.

1. .... means to use your own words to explain the ideas of the writer (author).
   a. Paraphrasing b. Rewriting c. Reading d. writing
2. When you include a .... , you state where the quote came from and why you are using it.
   a. paraphrasing b. quote c. mention d. question

3. When you cite a source, you should use the following method :
   Put the citations in.......
   a. numeric order b. alphabetical order c. none of them d. brackets
4. We put the URL and author's name at the .... of your notes.
   a. top b. middle c. end d. right
5. .... is a highlighted word or picture you click on to take you to another web location.
   a. Home page b. URL c. Permalink d. Link

5 Put (✓) in front of the correct sentences and (×) in front of the wrong one :

1. When paraphrasing, you change some of the vocabulary words, the order of the ideas. ( )
2. Paraphrasing a topic and mentioning the main author, you are showing respect for the author's work. ( )
3. Quotes do not support your ideas and arguments. ( )
4. When paraphrasing, you can reorder the ideas. ( )
5. You can use sentence starters to share the needed information. ( )

6 Complete the missing parts using the words between the brackets :

(source – Permalink – alphabetical order – Paraphrasing – permanent hyperlink)

1. .... is a highlighted word or picture you click on to take you to another web location.
2. If information is missing, return to the ....
3. Permalink is abbreviation of ....
4. When you cite a source, you should use the following method : Put the citations in ....
5. .... means use your own words to explain the ideas of the writer (author).



قم بتلوين الدائرة باللون
المناسب لمستواك.

Revision

on Lessons 7&8



مراجعة عامة على الدرسين السابع والثامن في ورقة واحدة

Lesson 7 : Advanced searches

1

Accurate search

Accurate search terms :

1. Use synonyms to make your search terms more accurate.
2. If you put the search string in quotation marks, your search will be narrowed even more, to only results with the exact terms in quotation marks.
3. Search engines suggest keywords and similar searches.
4. Search engines also have an advanced searching tool that helps you limit search results.

You can use them to combine or exclude keywords

- limit the results to specific domains (edu. / gov.)

2

Search results

1. Scan the summary for each search result.
2. Look for the titles connected to your topic and keywords in bold.
3. Scan for facts that answer your search questions.
4. Choose the results that have many of these items, then click on each possible source and skin the content.
5. Look for titles, headers, and keywords that match your research topic and questions.
6. Choose the sources with the best match.

Lesson 8 : Documenting information appropriately

1

Search Sources

Search sources by keyword :

- Type (CTRL + F) on the keyboard.
- Enter the term in the search box.
- The keyword will be highlighted everywhere it appears on the page.

Paraphrasing :
When you paraphrase, use your own words to explain the ideas of the writer (author).

Paraphrase means to :

- Change some of the vocabulary words.
- By paraphrasing you are showing respect for the author's.

2

Permalink

Permalink is :

- Permanent hyperlink.
- A highlighted word or a picture you click on take you to another web location to.

When you cite a source, you should use the following method :

- Put the citations in alphabetical order by the author's last name or the title of the article, if there is no author.
- Then give the source, the date, and the URL

General Exercises
On Theme 2

▸ If you got 🔴 you need to revise the lesson again.

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 [غير جيد] قم بمراجعة الوحدة مرة أخرى.

🔵 ممتاز 🟢 جيد جدا 🟡 جيد 🔴 غير جيد

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Copyright law protects both print and digital content. [قنا - دشنا] ( )
2. Jeff Kerby uses GPS to navigate location. [الجيزة - شمال الجيزة] ( )
3. Hackers use internet to break into a computer system. [الجيزة - أبو نمرس] ( )
4. There is no way you can keep your personally identifiable information (PII) secure. [الجيزة 6 أكتوبر] ( )
5. Phishing messages are free grammar errors. [المنوفية - السادات] ( )
6. 📖 One type of phishing is receiving a message telling you that you won a prize. ( )
7. You should be careful when communicating with new people online. [الجيزة - الهرم] ( )
8. All websites are scam, including online shopping sites. [الجيزة - الهرم] ( )
9. Sweepstakes are types of scam websites. [القاهرة - المطرية] ( )
10. The international symbol for public domain is ©. [المنيا - المنيا] ( )
11. 📖 Copyright protects the photographs of a photographer. ( )
12. One of reliable websites is the scam websites. [القاهرة - الساحل] ( )
13. Facts are based on a person's views and experiences. [القاهرة - الخليفة والمقطم] ( )
14. "EKP" is a reliable source of knowledge. [الجيزة - التعى] ( )
15. Search engines suggest keywords and similar searches. [البحيرة - ايتاى البارود] ( )
16. For specific search results we use quotation marks. [السويس - السويس] ( )
17. 📖 Use synonyms to make your search terms more accurate. ( )
18. You can use others' writing before paraphrasing. [الجيزة - كرداسة] ( )
19. To search on internet by using keywords press "CRL + H". [بنها - توجيه الكمبيوتر] ( )
20. 📖 If there is no author, write the source, the date and the URL. ( )

2 Complete the sentences with the appropriate words in brackets.

(Facts - MFA - Creative commons - hacker)

1. The .... tries to take the bank account number of an adult to steal his money.
2. 📖 .... is an abbreviation of multi - factor authentication.
3. .... gives permission to reuse his work at any time or any place, so we can use it freely.
4. .... can be proven, but they can't be debated.

3 Choose the correct answer from a, b, c or d.

1. You can use the .... during your travels to know the road or the places you want to go to. [قنا - دشنا]
   a. GPS b. GPR c. WWW d. Drone
2. .... use the internet to break into your computer to steal your information. [الأقصر - الأقصر]
   a. Hackers b. Doctors c. Thieves d. Programme
3. 🕮 The password must be ....
   a. weak b. strong c. small d. similar
4. The messages that include misspelled words grammar errors or requests for too much personal data are called .... [القاهرة التبين]
   a. phishing messages b. scam c. viruses d. smishing
5. Hackers can send .... [القاهرة - المدارس الرسمية]
   a. password manager b. internet
   c. viruses d. message
6. 🕮Scam websites are trying to get your ....
   a. personal information b. public information
   c. general information d. website
7. Copyright protects all the following things, except .... [المنيا - المنيا]
   a. facts b. discoveries
   c. works d. needs
8. The international symbol for copyright is the letter .... with a circle around it.
   a. D b. A c. C d. B
9. 🕮 .... come(s) from research and observation, can be proven, cannot be debated and are true for everyone. [الفيوم - غرب الفيوم]
   a. Opinion b. Reliable
   c. Facts d. Letters
10. From Booleam operators and search operators is .... [الفيوم - غرب الفيوم]
    a. OR b. AND c. NOT d. All of them
11. .... means to use your own words to explain the ideas of the writer.
    a. Paraphrasing b. Writing
    c. Reading d. Hearing
12. When you .... a statement, you must specify its source and the reason for using it.
    a. copy b. quote c. write d. send

13. You can use sentence starters to .... the needed information.

a. delete b. move c. read d. share

14. At the .... of the research, you list your sources on a works cited page.

a. beginning b. right side c. left side d. ending

15. Because websites change, some online sources include a .... to use as the cited web address.

a. Home page b. Hyperlink c. permalink d. http

16. Permalink is abbreviation of ....

a. pre-link b. power

c. both hyperlinks d. permanent hyperlink

17. Some .... suggest keywords and similar searches.

a. webpages b. search engines c. books d. websites

4 Read and circle the correct usage.

1. Copyright :
   - protects creators' work.
   - offers many free fake sites.
2. Egyptian law
   - gives freedom to use a creator's creative work 55 years after their death.
   - gives freedom to use a creator's creative work 60 years after their death.

5 Read and correct words between brackets.

1. The creative works that are not covered by copyright are (private domain). (..................)
2. (Ignore the creator's work) when you use copyrighted content. (..................)

قم بتلوين الدائرة باللون
المناسب لمستواك.



Part 2
Contents

El-Moasser Interactive Notebook



1. Monthly assessments

التقيمات الشهرية



1 October Test

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. The word "Cat" needs four bytes in the computer system. ( )
2. The "Byte" is considered the smallest unit of data. ( )
3. You must contact the internet service provider when the internet connection interrupted. ( )
4. The digital fridge is considered an example for Internet of Things (IOT). ( )
5. Bluetooth is a networking technology that connects wireless mobile devices over a long range. ( )
6. The first step in solving problems is to find different solutions. ( )
7. If the browser is running slowly, make sure to update the apps. ( )
8. The browser is working slowly because the external hard drive has little room. ( )

2 Choose the correct answer from a, b, c, or d.

1. One gigabyte equals .... megabytes.
   a. 2 b. 8 c. 32 d. 1024
2. The school computer lab is a/an .... computer network.
   a. open b. closed c. easy d. complex
3. You must .... if you can't solve a problem.
   a. ignore the solution
   b. ask a teacher or an adult for help
   c. complicate the problem
   d. cause a bigger problem
4. The second step in the process of problem solving is ....
   a. thinking and planning
   b. sharing the problem
   c. choosing the solution
   d. ignoring the problem
5. The .... helps to read using Braille terminal and get to the documents on the computer.
   a. mouse
   b. scanner
   c. screen readers
   d. artificial limbs
6. The first step while solving the problem is to .... the problem.
   a. solve b. ignore c. invent d. identify
7. The .... is used as a gateway to link the computer network to the Internet Service Provider.
   a. flash memory b. router c. world wide web d. bluetooth

2 November Test

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Backing up your data protects your lost and damaged files. ( )
2. The password manager creates a strong, unique password of the users' accounts. ( )
3. Multi-Factor authentication depends only on one way of authentication. ( )
4. Multi-Factor authentication is used to get the password of your account. ( )
5. Scareware websites contain fake warnings about downloading something. ( )
6. The scam websites have different tricks but they have the same principles. ( )
7. If you are a victim for a scam website, you don't have to contact the General Department for combating Internet crimes. ( )
8. The protocol determines how the information will be transferred in the URL.( )

2 Choose the correct answer from a, b, c, or d.

1. Sorting info into alphabetical order, go to the toolbar and click on ....
   a. Insert b. Design c. Data d. Tools
2. PII, Personally Identifiable Information is considered a ....
   a. password b. favorite meal
   c. favorite sport d. favorite book
3. .... get the passwords of the users on the internet by hacking the data.
   a. Users b. Workers
   c. Hackers d. Designers
4. The .... websites contain misspelling and bad grammar.
   a. scam b. ideal
   c. correct d. famous
5. One way to files is to .... back up your data.
   a. protect b. hack c. delete d. press
6. We can use the .... to move using the Global positioning system.
   a. camera b. hard disk
   c. external drive d. mobile phone
7. (www . ekb . com), is the .... of the parts of Uniform Resource Locator, URL.
   a. protocol b. resource name
   c. file path d. file format

THEME 1
Quick Look

An hour before the Exam

تمكن من مراجعة منهجك في ساعة واحدة قبل الامتحان

Important Points

أهم النقاط في المحور الأول

1 "Fred Hiebert"

– He is an archaeologist and explorer.
– He is the explorer in Residence for the National Geographic Society.

2 "PowerPoint"

– When you use PowerPoint you should ensure that the slides are easy to read and make the information clear to make good presentation.

3 "Educational channels"

– Efforts of the ministry of Education to share educational lessons and various skills.
– Broadcasting educational lessons via satellite broadcasting channels.
– Lessons can be watched on Madrasitna channels on Youtube.

4 "What is the Internet of Things ?"

– The Internet of Things (IOT) consists of devices linked to the internet via Wi-Fi.
– These devices can be controlled, whether you're in the same room or in another city !

5 "Networks and people of determination"

- They give people of determination more independence, both at home and in public.
- This independence helps them to save money and time.
- It also helps to increase confidence levels

6 "Fred Hiebert"

– Fred Hiebert uses Word and, Excel to prepare and show graphs and PowerPoint to make presentations and write reports.

7 "Following a process"

– Follow this troubleshooting process to help with computer problems.

(a) Identify the problem.

(b) Think about and plan different ways you might solve the problem.

(c) Go through your potential solutions to the problem.

(d) Which solution worked ?

(e) If you do not find a solution to the problem. You should ask your teacher or a member of your family for help.

8 "The internet"

– Follow these steps to search for information.

(a) Plan your searches, analyze the information you find and check the information you find critically.

(b) Process and organize information before completing your work and evaluate the information you select.

9 "Useful strategies"

– Sometimes you might have to try different keywords in your online searches.

– Consider using synonyms of the words.

– Use the same strategies above, but with different words with similar meanings.

10 "Communicating with ICT tools"

– When sharing information online, you must decide which information should be shared using an intranet network or the internet.

Important Definitions

أهم التعريفات فى المحور الأول

Word	Definition
Gateway	- It is a gateway to connect your computer to the internet. - It is a tool to connect the internet such as a router.
Internet Service Provider (ISP)	- It is the internet service provided by Egyptian companies to citizens.
Router	It connects your computer to an ISP.
The World Wide Web (WWW)	It's part of the internet networks made up of web pages that people can navigate.
The Egyptian Knowledge Bank (EKB)	It's on the (WWW) and it is available for free to all Egyptians who register on the site.
Intranet	Unlike the internet. It's private, restricted to only those that are part to the business, school, or organization that it is connecting.
Cable	A long connect or that transmits data or power between devices, such as ethernet cable.
Internet of things (IOT)	House hold items can be part of a network, too.
Bluetooth	Bluetooth is a networking technology that connects wireless mobile devices over a short range to form a network to transmit data between different devices.

Potential computer problems and solutions

مشكلات الكمبيوتر المحتملة وحلولها

Problem	Potential reasons	Solution
1. Trouble processing large files, like a big PowerPoint presentation	Not enough graphics storage	Shut down some programs.
2. Not able to store files	Not enough space	Move old files to an external drive.
3. A poor video-conference connection	Slow wireless internet connection	Try an ethernet connection.
4. Home internet connection not working	Connection interrupted	Use ethernet or contact ISP.

The main computer hardware components :



External Hard Drive :

- like an HDD but much faster



ethernet cable :

- a cable that connects a computer or laptop to a router





Flash Memory :

- it is used to transfer or restore files and data between computer



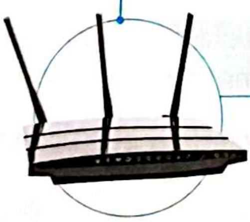
ethernet port :

- connects an ethernet cable; ethernet is more stable and faster than Wi-Fi



HDMI (high-definition multimedia interface) :

- a cable that transmits audio and video from/to devices.



router :

- a device that connects a computer to the internet via Wi-Fi or ethernet

Units of measurements

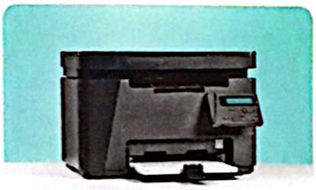
bit	the smallest unit of data
byte (B)	1 byte = 8 bites = 1 character; the word "cat" has three letters and would need three bytes.
Kilobytes	1,024 (B)
Megabyte (Mb)	1,024 (KB)
Gigabyte (Gb)	1,024 (MB)
Terabyte	1,024 (GB)
Mbps	megabits per second; measures the speed of a network or internet connection (the faster the speed, the better)
GigaHertz (GHz)	measures the number of cycles your CPU carries out per second; (the higher the number, the faster the speed).

Types of computer Networks

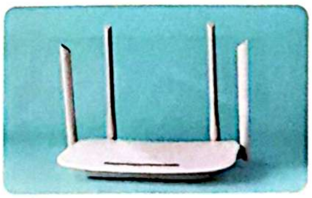
1 Local Area Network (LAN)

- When a computer connected to another computer or device such as a printer or router.

a printer



router



- It could be at  home, at  school or in a  hospital.

2 Internet



- It is a network that connects computers, and the people using them, from all around the world.

Types of Networks divided into

Network	Description	Examples
open network	- It is opened. - It is accessible to all.	The web.
closed network	- It is part of the open network. - It is specific to a specific part.	School's computer lab.

Comparison between intranet and internet networks

intranet
- private
- closed computer network

share information

internet
- accessible to all
- open computer network

▶ **Ways that people can use networks to communicate :**


send a text


buy something


take an online class


download or upload a video


use an app or program

▶ **There are devices that can be turned on / off using specific apps:**

Bluetooth speakers



Digital washing machine



Digital refrigerator



Home appliances

History of using the internet

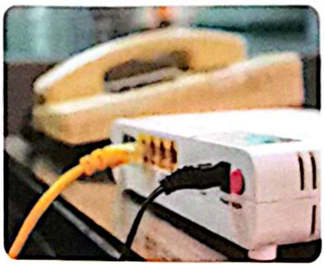
80s dial-up internet connection

1. used phone line to connect to internet
2. couldn't use phone when on the internet
3. a slow but stable connection



late 80s Digital subscriber line (DSL)

1. a high-speed connection
2. uses the same home phone wires to connect to the internet
3. allowing the phone and the internet to be used simultaneously.



90s

1. emergence of the World Wide Web (abbreviated to WWW)
2. it is a large set of web pages that are linked to each other using hyperlinks.



2000+

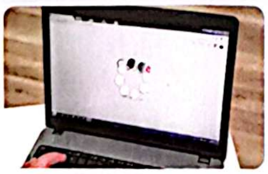
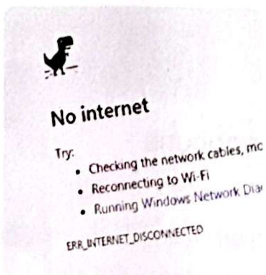
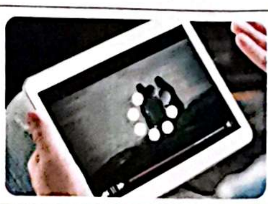
1. Wi-Fi devices become popular
2. now it can access internet from your smartphone - portable internet service
3. hotspots to allow you to access the internet (anywhere) on smartphone can help provide internet service to other devices you may have as well.



- **Helping people who are visually impaired through.**

		
Screen reader and Braille	E-commerce	Digit Privacy
to	to	to
• do schoolwork online. • read braille.	• shop and sell online.	• be safe about giving information online.

▸ **Common computer problems and possible solutions :**

Problem		Possible solutions
1. Computer slows down when opening an app		▸ Shut down and restart it. ▸ Check for software updates. ▸ Delete unwanted apps.
2. Browser running slow		▸ Check Wi-Fi signal. ▸ Make sure to update the apps on your device.
3. No internet connection		▸ Use the software to troubleshoot your Wi-Fi connection. ▸ Check that the router is connected. ▸ Restart your router. ▸ Try a new ethernet cable. ▸ Contact the customer service of your ISP for help.
4. Slow to download		▸ Restart your computer and router. ▸ Check the internet speed.

How we can find information


QR code


School Library


The internet

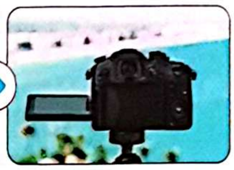

TV programs

How save and store information ?

Scanner ▶ We use images scanner and save image for later use.



Digital camera ▶ We can take photos and videos and store them.



Flash memory ▶ We store and share information.



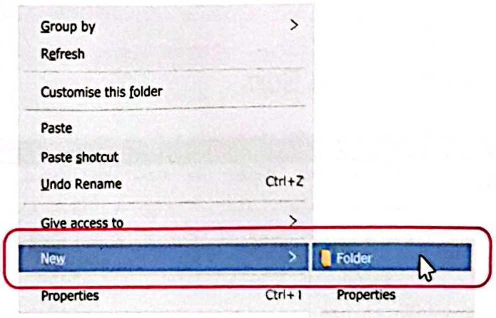
How to organize using ICT tools

1 Create the main folder

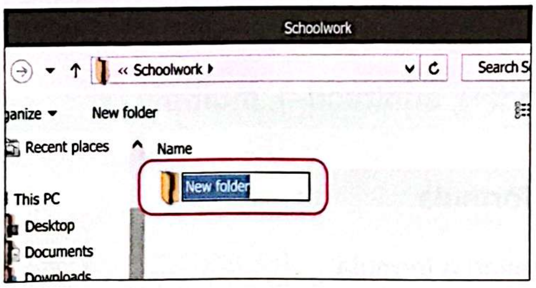
First ▶ right click

Second ▶ click (New)

Third ▶ click (Folder)



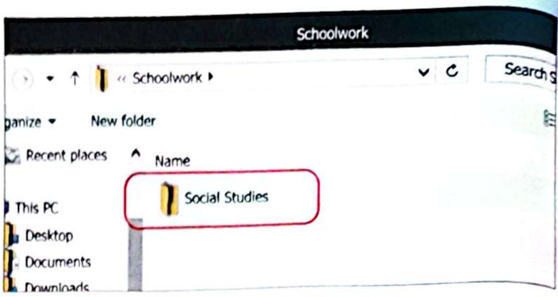
2



Add sub-folders

We can add sub-folders inside the main folder.

3



Give each Folder a name

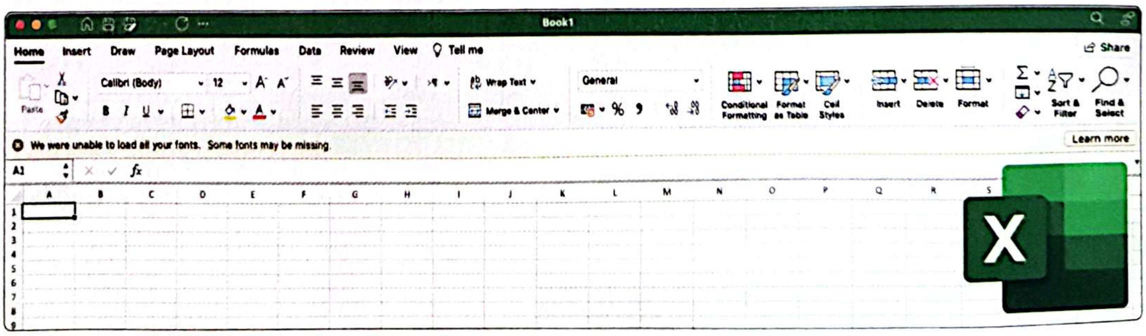
You should give each folder a name.

Compare between intranet network and internet :

Intranet	Internet
- An intranet is used to share in a closed network.	- The internet is used to share over the web.
- It is more secure. 	- It's less secure. 

Use Microsoft Excel :

- **Sorting info in alphabetical order**
- Go to the toolbar.
- Click on Data.
- Then click on Sort.



- **You can set formulas in cells to add(+), subtract(–), multiply (x), or divide (/) :**
- **Click on the cell you want to set a formula.**
  - Type «=». This tells Excel you are creating a formula.

An hour before the Exam

تمكن من مراجعة منهجك في ساعة واحدة قبل الامتحان

Important Points

أهم النقاط في المحور الثاني

1 Jeff kerby :

- He is an ecologist and a photographer.

2 Personally Identifiable Information (PII) :

- Hackers can use someone's email address and password to send a virus to all the email addresses in your email accounts.
- To keep your PII safe using anti-virus software on all of your devices, don't sign up for a website if it asks for too much personal information and use different strong passwords.

3 Lost files :

- You should know how to protect the files that you create or store on a device from viruses, software problems, or human errors, such as dropping and breaking your laptop.

4 Phyishiny scam :

- Another type encourages you to act quickly. When an attachment, or a file is opened, data-stealing software is installed on the person's computer, or the user is asked to enter sensitive information such as bank account details.

5 Multi-factor authentication :

- When you log into the game website on a different PC to your usual (permanent) PC :

  a. You will be sent a text message to your mobile asking you to confirm that you are the person who owns the email address that you are logging in as.

  b. The text message will include a number code which will give you access to your account and it is specified a short period of time and for one time only.

6 Scam websites :

- These websites can be phishing websites that present situations that try and get your information.

- Types of scam websites :
  a. Online shopping sites that never send you the correct items you bought.
  b. Scareware websites that say your computer has a problem and you need to download something.
  c. Sweepstakes scam that offers you a prize that never comes.

7 How scam websites operate :

- First, they try and bait you.
- Next, they try and compromise your privacy by getting your personal information.
- Finally, they exploit the information they have gained about you in a bad way, or the possibility to hack your device to make themselves money.
- Each time it will look different, but all scam websites follow these basic principles.

8 Dissecting the URL :

- All URLs are made up of three main parts protocol ⟶ resource name ⟶ File path.
- You should understand the different parts of a URL so you can spot something that doesn't look right.

9 Copyright :

- Copyright protects creator's work.
- Copyright also protects : images, music, movies, games, computer software and websites.
- The international symbol for copyright is the letter C with a circle around it © .

10 What is Not covered by copyrights ?"

- work in the public domain
- facts
- discoveries
- official documents such as laws
- creative works whose owner has been dead for 50 years

11 Use multiple sources and facts :

- It's a good decision to use multiple sources in your research.
- This helps make sure you know all the important facts about a topic
- Following copyright rules and laws is also a good decision.

12 Search results :

- Scan the summary for each search result.
- Look for the titles connected to your topic and keywords in bold.
- Scan for facts that answer your research questions.
- Choose the results that have many of these items. Then click on each possible source and skim the content.
- Choose the sources with the best match.

13 Search sources by keyword :

- Press (CTRL + F) on the keyboard
- Enter the term in the search box.
- The keyword will be highlighted everywhere it appears on the page.

14 Using quotes :

- When you include a quote, you :

- state where the quote came from and why you are using it.
- can use sentences starters to share this information.

- Quotes support your ideas and arguments.

Important Definitions

أهم التعريفات فى المحور الثانى

Words	Definition
Photography expeditions	Photography expeditions are trips to places where one takes photographs of the area.
Owning photos	Owing photos means having the legal right, or copyright, to publish or sell their photos.
Copyright infringement	Copyright infringement is when some people use photographs that were taken by others without asking permission or without purchasing the right to use the images.
Hackers	Hackers break into a computer system and steal personal information by using the internet.
Personal information	Personal information is called personally Identifiable information (PII) is like : name , address, date of birth , password.
Back up	Back up means make another copy of your work to keep it safe.
Updates	The updates include changes that keep your data safe.
Hybrid back up	It is a safer was to back up and store files by using a data-storage device that you attach to your computer, such as a flashdrive or an external hard drive.
Phishing	Phishing is sending a message via e-mail or social media applications that looks real, but isn't.
Smishing	Smishing is the same thing, but it is a text message instead of an e-mail.
Multi-Factor Identification (MFA)	MFA means you provide at least two ways of identifying yourself.
Creative commons	Sometimes the owner of a creative work gives permission to reuse his work at anytime and any place, so we can use it freely.
Creative commons reuse licenses	It means the creator has given permission for their work to be used anytime anywhere.
Public Domain	It includes all creative works not covered by copyright law.
Uniform Resource Locator (URL)	You can going to the site your want by typing the URL.
Online sources	Sources other than text in online articles and encyclopedias my include important information.
Paraphrasing	When you paraphrase, use your own words to explain the ideas of the writer.
Permalink	A highlighted word or a picture you click on to take you to another web location.

ICT tools

أدوات وأجهزة مستخدمة في تكنولوجيا المعلومات

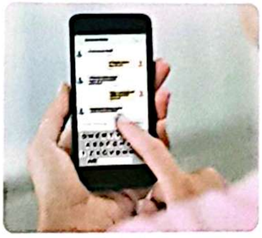
Ways of identifying phishing messages

Phishing (Smishing) messages include

- **misspelled words, and grammar errors.**
- **requests for too much personal data.**

Password manager

- creates a strong and unique password for each of your accounts.
- tells you if the passwords you already have are too weak or if you've reused them.
- tells you if one of your passwords has been stolen online.



"MFA" often combines

a known factor With **a factor you have**

- a known factor:
  - Password
  - PIN (personal identification number)
- a factor you have:
  - an email
  - one-time code

URL (Uniform Resource Locator)

1. Protocol
2. Resource name
3. File Path

https://www.ekb.com/index.html

- https:// → **Protocol**
- www.ekb.com → **Resource name**
- /index.html → **File Path**

Using reliable sources :

You may be asked to use some of the resources available online to :

- answer a question.
- identify solutions to a problem.
- conduct study research related to a subject.

Know what a fact and an opinion is

Facts
- come from research and observation.
- are statements that can be proven.
- can not be debated and are true for everyone.

Opinions
- are based on someone's views and experiences.
- cannot be proven.
- can be debated and are not true for everyone.

It's OK if two reliable websites include the same information.

- It often means that the facts are true.
- Write notes for the first source.
- Then scan the next source for additional facts to add to your notes.

If two online sources have different information

- Double-check that both sites are reliable.
- Make sure the information is based on fact instead of opinion.

Using keywords to do search questions

"materials" and "Aswan Dam" → for → What materials were used to build the Aswan Dam ?

"how many" or "number", "workers", and Aswan Dam" → for → How many workers built the Aswan Dam ?

Boolean operators and search modifiers

	AND	OR	NOT	" "	( )	*
Example	video games and teenagers	child or teenager	video games not online	"video games"	(video games) teenagers	teen*
Results	will include both terms.	will include either term.	will not include the terms.	will include the exact terms.	prioritize what is in parentheses.	will include all forms of a word.

▸ **Paraphrasing mean to :**

Change

- Some of the vocabulary words.
- the order of the ideas.
- the sentence structure.

• By paraphrasing you are showing respect for the author's work.

Sentence starters to share quotes

- In the article (article ti He) it said... → This shows that...
- According to (author's name)... → This proves that ...
- (author's name) states... → This illustrates ...

Citing sources

RESULT
• At the end of a research report, you list your sources on a works cited page.

WHY
• Because websites change, some online sources include a permalink to use as the cited web address.

For a YouTube video

▸ Use the uploader as the author, the date, the video title followed by the word "video", the site name, and the URL.

▸ For Example RTV, 2019. Very Nile video. YouTube,
https://www.youtube.com/watch?v=yH5SVIgN_gY

20 Governorates' examinations

عشرون اختبار على المنهج بالكامل

1 Cairo Governorate — Zeitoun Zone

1 Put (✓) in front the correct sentence and (×) in front of the wrong one :

1. Bit is considered the smallest Unit of data. ( )
2. Bluetooth is a networking technology that connect devices over a long rang. ( )
3. From Possible Reason for Slow Downloads is Slow Internet Speed. ( )
4. Data should be backed up. ( )
5. One type of phishing is receiving a message telling you that you won a prize. ( )

2 Choose the correct answer from a, b or c :

1. A program which is used to write reports ....
   a. Paint b. Excel c. Word
2. The Abbreviation Code for The Term World Wide Web is ....
   a. WWW b. WOR c. WEB
3. A command which is used to rename the folder is ....
   a. new b. rename c. name
4. From Boolean operators and search operators is ....
   a. The b. Url c. AND
5. Braille helps people of determination in ....
   a. facilitate reading b. movement speed c. good listening

3 Mention the scientific term for each of the following:

1. A program used to make presentations. (................)
2. A command used to arrange information alphabetically excel program. (................)
3. It contains letters, numbers and special signs, and it is different for each site. (................)
4. It protects works of creators and authors. (................)
5. From reliable sites for information. (................)

2 Giza Governorate — Awsim Directorate

1 Put a true or false mark in front of the following statements :

1. The external hard disk is used to store files with a large area. ( )
2. To maintain the foundations of your information, your personal information should not be published on the internet. ( )

3. All websites have credibility. ( )
4. The Egyptian Knowledge Bank is dealt with free of charge for Egyptians. ( )
5. Bit is the smallest unit of measurement for storing data on storage units. ( )

2 Underline the correct answer:

1. One of the forms of .... is the arrival of a message from an unknown person asking you for your data to obtain an award (publishing - phishing - personal data).
2. The first step to solve the problem (choosing the research topic - defining the problem - analyzing the results)
3. To present the research results in an interesting way, we use, (WhatsApp - PowerPoint - Excel)
4 To change the name of the folder choose the command (Rename - Copy - Sort)
5. To add any two numbers in Excel, select the cell and write a mark (quotation «- equals = - brackets»)

3 Put the appropriate word in the blank space:

(Flash memory - Intellectual property rights - The space is not enough - Intranet - Fred Hebert)

1. The reason for the inability to store data is that ....
2. .... it is a private, closed network that is limited to the people with whom you are associated with a specific work.
3. .... it is used to store and transfer data and information from one computer to another.
4. .... an archaeologist who studies the past through excavation, observation and writing about archaeological sites.
5. The state is committed to protecting .... of all kinds in all fields.

3 Alexandria Governorate — East Directorate

1 Choose the correct answer from a , b or c.

1. The technology that connects wireless mobile devices over a short range to form a network is called ....
   a. bluetooth   b. WWW   c. intranet
2. A device that connects a computer to the internet via Wi-Fi is ....
   a. Flash memory   b. Router   c. HDD
3. The problem solution of slowing download is ....
   a. check internet speed   b. delete unwanted App   c. update the App

4. To create a formula in Excel type in the cell ....
   a. +   b. –   c. =
5. While searching about two terms and you want the result include both of them, use the operator ....
   a. Or   b. AND   c. not
6. To connect your computer to the internet you need a ....
   a. gateway   b. Lan   c. iot
7. The one whose steal the personal information is named ....
   a. thief   b. photographer   c. hacker
8. The more secure sharing in a closed network is named ....
   a. intranet   b. internet   c. none of them
9. Fred Hiebert is an ....
   a. biologist   b. scientist   c. archaeologist
10. Using photographs that were taken by others without asking permission is called ....
   a. backup   b. copyright infringement   c. security
11. The reason of your home internet connection is not working is ....
   a. not enough space   b. not enough graphic storage
   c. connection interrupted
12. A URL starts with the ....
   a. file path   b. protocol   c. resource name
13. One of the accessories that you can use to save your files securely is ....
   a. external hard disk   b. drone   c. camera
14. The top of columns in Excel are ....
   a. numbers   b. letters   c. both of them
15. The smallest unit if data is ....
   a. Bit   b. byte   c. GHZ

4 Qalyoubia Governorate | Banha Directorate

1 Choose the correct answer :

1. A school's computer lab is an example of ....
   a. open networks   b. closed networks   c. internet
2. To store and share information, use the ....
   a. scanner   b. printer   c. flash memory
3. Fred Hiebert used .... to present his discoveries to his colleagues.
   a. MS word   b. MS Excel   c. MS PowerPoint
4. The router is considered a/ an ....
   a. famous browser   b. anti-virus   c. gateway for the internet

5. Typing .... in the cell, tells Excel you are creating a formula.
   a. +   b. –   c. =
6. To write the word "apple", you need .... to represent it in a computer.
   a. 5 bits   b. 5 bytes   c. 8 bits
7. .... is a networking technology that connects wireless mobile devices.
   a. Bluetooth   b. Intranet   c. Router

2 Complete the following sentences with suitable words :

(Books - Facebook - Ethernet cable -EKB- WWW - archaeologist - Antivirus)

1. .... is used to connect a computer or a laptop to a router.
2. .... is the abbreviation for world wide web.
3. The best way to collect information is getting it from ....
4. Mr. Hiebert is an .... and explorer at National geographic.
5. .... helps you to keep your private data safe.
6. .... is available for free to all Egyptians who register on the site.

3 Put (✓) or (×) in front of the following sentences :

1. To create a new folder ,click on rename order. ( )
2. When using "AND "operator ,the results will include both words. ( )
3. Phishing is sending a message via E-mail to steal your data. ( )
4. The order "sort " is used to arrange the information alphabetically. ( )
5. To search on internet by using keywords press "CTRL+H". ( )

5 Sharkia Governorate — Mashtoul Elsouq Educational Administration

1 Put (✓) for right answer and (×) for wrong answer :

1. Egypt Knowledge Bank from reliable sources. ( )
2. Scare ware websites offer you a prize that never comes. ( )
3. Password management software used to create strong password. ( )
4. You must check the URL when visit the site on the internet. ( )
5. To create a simple formula in excel, we select the cell and then type the + sign. ( )

2 Choose the correct answer with its suitable in the following :

1. To protect your photos that are shared with ....
   a. low resolution   b. high resolution   c.flash memory
2. The internet is a computer network ....
   a. closed   b. open   c. location limited
3. .... are based on someone's views and experiences.
   a. Opinions   b. Fact   c. Lies

4. Giga byte = ...
   a. 1024 byte   b. 1024 megabyte   c. 1024 bit
5. The international symbol for copy right is letter .... with a circle.
   a. A   b. B   c. C

3 Choose the correct answer with its suitable in the following:

(Smishing – router – photographer – or – bottom)

1. When using the .... operator, the results will include both of the two words.
2. Jeff kerby is an ecologist and a ....
3. .... is sending a message via text message to steal your data.
4. The copy right for a website is usually at the .... of the homepage
5. The .... enables vou to connect your laptop to the internet.

6 Menofia Governorate — Quesna Directorate

1 Put a tick (✓) in front the correct statement and a cross (×) in front of the incorrect statement in the following :

1. The = symbol is written at the beginning of the cell in which you want to create a simple formula. ( )
2. Antivirus software is ineffective to protect its owner from the dangers of the internet. ( )
3. Kilobyte is a unit of measure for network speed. ( )
4. The Ministry of Education provides many digital resources to explain the study materials.. ( )
5. Bluetooth speakers are one example of the Internet of Things. ( )
6. Password management software is used to create strong passwords. ( )

2 Put the correct word in place of the dots:

(The hacker - update - put a watermark on the pictures - closed - your personal information)

1. A photographer can protect his work from copyright infringement in several ways, including ....
2. .... attempting to obtain the bank account number of an adult in order to steal his money.
3. In the event that you cannot open an application on your computer, you must .... applications
4. The network inside the computer lab in the school is considered a .... network.
5. Internet cable connect the .... to computer.

3 Write next to the sentences in group (b) the appropriate number from group (a).

(A)	(B)
1. It is used to search for a topic on the Internet	☐ a. Main folder
2. Formal way to communicate	☐ b. E-mail
3. While managing digital files, subfolders are added inside it	☐ c. Internet
4. A network that connects computers and users of that network from all over the world	☐ d. key words

7 EL Gharbia Governorate — East Tanta Directorate

1 Under the correct word (s) in brackets :

1. To protect your images, share them with ....
(low resolution – high resolution – flash memory)
2. .... it is a network used to share information in the school lab.
(Intranet – Email – Internet)
3. .... is used to enter pictures and files on the computer.
(keyboard – Scanner – Printer)
4. The international copyright symbol is .... ($ - © - @)
5. One of the forms of .... is the arrival of a message from an unknown. person asking you for your data to obtain a prize. (internet – phishing – password)
6. During your travels, you can use .... (dictionary – GPS – e-mail)
7. The .... program is used to perform simple formulas.
(Word – PowerPoint – Excel)
8. .... measure the number cycles your CPU carries out per second.
(GHZ – MBPS – Byte)
9. To create a formula in Excel, click on the cell and write the ....
(Quotation"" – Equal = – Add+)
10. .... connects the computer to the internet via Wi-Fi or internet.
(Router – Flash memory – HDMI)
11. Fred Hebert he is an .... (Teacher – Doctor – Archaeologist)
12. The use of passwords .... for different websites maintains the security of personal information. (similar – expected – different)
13. .... it is the enjoyment of a legal right to publish or sell images.
(Photo theft – Falsification the photos – Owning the photos)
14. Scientist "Jeff Kirby" is keep to create a backup copy, of the photos on ....
(external hard disk – books – travel bag)

15. The first step to solve any computer problems is .... it.
(planning – leaving – identifying)

8 Dakahlia Governorate | Dakahlia Educational Directorate

1 Put a tick (✓) before the right phrases and (×) before the wrong ones :

1. Taking notes when writing a research paper is important. ( )
2. The Egyptian Knowledge Bank is available for free to Egyptians. ( )
3. Facts based on a person's opinions and experiences. ( )
4. The external hard disk used to store files with large spaces. ( )
5. Copyright law doesn't protect both print and digital content. ( )

2 Choose the correct answer :

1. One of the forms of .... is the arrival of a message from an unknown person asking you for your data to obtain a prize.
   a. internet b. phishing c. password management
2. To solve the problem of slowing down your computer ....
   a. shut down and restart computer b. check Wi-Fi signal
   c. check internet speed
3. You can check websites by .... which is the address of the website.
   a. facts b. digital blogs c. URL
4. To display the research results in an interesting way, use ....
   a. WhatsApp b. PowerPoint c. Excel
5. Sorting information in alphabetical order in Excel, go to the ....
   a. Tool Bar b. Copying c. Cells
6. To create a new folder, select .... from the shortcut menu.
   a. Paste b. Copy c. New
7. To obtain specific search results through the internet, we use the .... sign.
   a. @ b. quotation mark c. #
8. When searching for a specific topic, break the topic down into ....
   a. smaller subtopics b. pictures c. large sentences
9. .... is one of electronic accessories devices that are used for storage.
   a. Printer b. Wi-Fi c. Flash Memory
10. You can use .... to find out if any of your photos are being used without your permission.
    a. searching through images
    b. GPS c. video processing program

9 Beheira Governorate | Eldelingat Educational Directorate

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one :

1. You must share the bank account details online. ( )
2. You should avoid scam websites. ( )
3. A knowledge bank from reliable sources containing multiple research materials. ( )
4. The international symbol for copyright is ©. ( )
5. Flash memory connects the computer to the internet. ( )

2 Choose the correct answer from a , b or c.

1. .... program is used to present research results in an interesting way.
   a. Word processor b. PowerPoint c. Arithmetic tables
2. To get results that include the exact words mentioned in the search we use ....
   a. not b. quotation marks c. and
3. .... is part of the internet.
   a. The World Wide Web b. Accessories devices c.Local network
4. .... is example of the Internet of Things.
   a. Bluetooth speakers b. Gateway c. E-mail
5. In the event that the home internet does not work, you need ....
   a. delete some applications b. transfer old files
   c. contact customer service

3 Complete the following sentences with suitable words between brackets

(New – strong – internet – sub – watermark)

1. Adding .... to works protects them from copyright infringement.
2. To create a folder, choose .... from the shortcut menu, then folder.
3. When searching on the internet, divide the topic into .... topics smaller.
4. .... is global information sharing network, less secure.
5. .... passwords containing letters, numbers and signs.

10 Ismailia Governorate | Directorate of Education

1 Choose the correct answer from the following options :

1. Photographer can protect his work from copyright infringement via ....
   a. stoledata b. put a watermark on the pictures
   c. flash memory

2. The cell in the Excel program can contain text or ....
   a. numbers   b. equations   c. all of the above
3. Steps to solve the problem ....
   a. Search by mail   b. Copy the problem   c. Defining the problem
4. .... is chosen from the shortcut menu to create a new folder.
   a. past   b. new   c. copy
5. During your travels, you can use ....
   a. discovery   b. GPS   c. email
6. Backups of files are created on ....
   a. flash   b. external hard disk   c. both
7. The program .... is used to create mathematical tables and graphs.
   a. Word   b. PowerPoint   c. Excel
8. Pictures help to get information by ....
   a. watching   b. reading   c. writing
9. You can organize electronic websites through ....
   a. personal   b. URI   c. files
10. The research should be divided into sub-topics ....
   a. smaller   b. Larger   c. equal-longer

2 Write the word true in front of the correct statement and the word false in front of the incorrect statement :

1. A gigabyte of units of measure is equal to 2024 bytes. ( )
2. Word is used to write reports. ( )
3. You can't create backup copies of files. ( )
4. The Egyptian Knowledge Bank is one of the reliable sources. ( )
5. File management on your computer is limited to videos only. ( )

11 Suez Governorate — Suez Directorate

1 Put (✓) or (✗) :

1. Antivirus software must be installed on your device. ( )
2. For specific search results we use quotation marks " ". ( )
3. Word is used to create spread sheet. ( )
4. The + symbol is the division sign. ( )
5. Printer can be used to insert images and save it for later use. ( )
6. Your name, address and date of birth are personal data. ( )
7. The Egyptian Knowledge Bank is one of the reliable sources of information. ( )
8. Hard disk space is smaller than flash memory. ( )

2 Choose the correct answer.

1. Your school's computer lab is a .... network.
   a. open b. closed c. WAN
2. The search engine is running slow, make sure that ....
   a. Check Wi-Fi signal b. update the apps c. both of them
3. Kilo Byte = ... Byte.
   a. 8 b. 1024 c.1000
4. The internet is an .... network.
   a. open b. closed c. LAN
5. Password must be ....
   a. short b. strong c. weak
6. .... is sending a message via email or social media that looks real but isn't.
   a. Phishing b. Sharing c. Hackers
7. .... use the internet to break into computer system.
   a. Hackers b. Researchers c. Photographer

12 Beni Suef Governorate | Al Wasta Directorate

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one :

1. Intranet is used to share information in a closed and private network. ( )
2. E-mail is used to communicate formally with your colleagues. ( )
3. Megabyte is the smallest unit of data of your computer. ( )
4. Learning is a training someone a subject you have a lot of experience in. ( )
5. To store and share information we use flash memory. ( )
6. World Wide Web is part of the internet network made up of web pages and sites that people can navigate. ( )
7. The first step to solve my computer problem is to identifying it. ( )

2 Choose the correct answer :

1. To conduct research with your classmates you should break the topic down into ....
   a. subtopics b. results c.keywords
2. To conduct research with your classmates you should decide on .... for searches.
   a. topic b. results c. keywords
3. .... connect computers together to share important information.
   a. Computer accessories b. Computer networks c. Zoom
4. School's computer lab is an example for ....
   a. closed network b. open network c. WAN

5. .... is a network that connects computers from all around the world.
   a. Internet b. Intranet c. LAN
6. .... is used to save images on computer to use them later.
   a. Scanner b. Printer c. Flash memory
7. .... helps us to manage files.
   a. Folder b. Scanner c. Printer
8. .... helps us to access information by scanning it with a phone camera.
   a. QR code b. Flash memory c. File

13 Minia Governorate | Samalout Educational Zone

1 Write (✓) in front of the correct statement and (×) in front of the wrong phrases :

No.	(A)	Answer
1	An Ethernet cable transmits audio and video to and from devices.	
2	QR code is used to get information quickly and easily.	
3	Identifying the problem is the last step in solving computer problems.	
4	Egyptian Knowledge Bank is a reliable digital source.	
5	Search engines do not suggest keywords and similar searches.	
6	Copyrights protect the photographs of a photographer.	
7	Anti-virus helps you keep your personal data safe.	
8	The data in cells cannot be arranged alphabetically.	

2 Choose the correct answer :

1. .... is ecologist and he mainly photographs landscapes and animals.
   a. Albert Lin b. Fred Hiebrt c. Jeff Kerby
2. If you want to sum the values in columns A , B and C from row 4 the formula is ....
   a. C4 * B4 * A4 b. C4 – B4 – A4 c. A4 + B4 + C5
3. When using the .... operator, the result will include both words.
   a. NOT b. OR c. AND
4. .... is sending a fake message via E-mail or social media application.
   a. Phishing b.Smishing c. Virus

5. .... consists of devices linked to the internet via Wi-Fi
   a. CPU   b. IOT   c. DSL
6. To write the word «apple " you need .... to represent it in a computer system.
   a. 5 bits   b. 8 bits   c. 5 bytes
7. .... result from research and observation, they can be proven.
   a. Opinions   b. Facts   c. Lies

14 Assiut Governorate | El Qussia Educational Directorate

1 Put (✓) or (×) :

1. QR helps us to access information by scanning it with a phone camera. ( )
2. Phishing messages can be identified by containing spelling errors. ( )
3. The rows in MS Excel are labeled with symbols. ( )
4. MR Hiebert uses GPR to design a presentations for his discoveries. ( )
5. Sometimes the photographer uses mobile phone to take quick pictures. ( )

2 Choose the correct answer :

1. You can use .... Program to prepare presentations.
   a. PowerPoint   b. Word   c. Excel
2. Make sure that the router is connected, and restart the router are possible solutions to the problem ....
   a. slow computer   b. slow search engine
   c. disconnection of the internet
3. .... can be considered as a simple container for storing information that can be accessed by scanning with the phone's camera.
   a. Flash memory   b. QR code   c. scanner
4. To create a main folder you must choose the command .... from the shortcut menu including choosing (Folder).
   a. Refresh   b. New   c. View
5. When looking for information the first step is always ....
   a. Division of topics   b. selection of research topic
   c. sharing or results

3 Complete the following sentences :

(archaeologist – flash memory – HDMI cable – Word – Router – Motherboard)

1. Internet cable connect the .... to computer.
2. .... to write reports and documents.
3. D. Fredrik Hebert is an ....
4. .... is used to transmit files between computers.
5. .... is used to transmit videos and audios between computers.

15 Qena Governorate | Dishna Directorate

1 Put (✓) in front the true statement and (×) in front of the false statement :

1. Password management software used to create strong passwords. (
2. Copyright law protects both print and digital content. (
3. Reliable source of information is well written with virtually no errors. (
4. A bit it is the smallest unit of measurement for storing data on storage units. (
5. It is not recommended to use antivirus software on your devices. (
6. Do not share your information with classmates. (
7. Facts based on a person's views and experiences. (

2 Choose the correct answer :

1. It is a form of .... is the arrival of message from an unknown person asking you for your data to obtain prize.
   a. internet b. phishing c. password manager
2. You can use .... to present the research results in a way that depends on movement and sound effects.
   a. WhatsApp b. PowerPoint c. Excel
3. .... attempts to obtain the bank account number of an adult in order to steal his money.
   a. Your teacher b. The hackers
   c. One of the family members
4. You can use .... during your travels to know the road or the places you want to go to.
   a. Discovery b. GPS c. E-mail
5. The internet is a computer network ....
   a. closed b. open c. location limited
6. To protect your photos that are shared with ....
   a. low resolution b. flash memory c. high resolution
7. One of the first steps to solve the problem ....
   a. copying the problem b. identify the problem
   c. gathering data about the problem
8. Select .... is the first step in searching for information.
   a. topic b. reliable c. files and records

16 Sohag Governorate — Tahta Educational Administration

1 Put (✓) in front of the correct statement and a (×) in front of the wrong statement :

1. The internet is a type of network. ( )
2. The word processor program is used to display the results of the research in an interesting way. ( )
3. Hackers can send malware. ( )
4. Kilobyte is a unit of measurement equal to 100 bytes. ( )
5. There is an Egyptian Knowledge Bank on the internet. ( )

2 Choose the correct answer from the following :

1. A means of storing information ....
   a. flash drive   b. hard drive   c. both
2. .... can be used to communicate between institutions formally
   a. Word processor   b. Email   c. Training
3. To solve the problem of slowing down your computer................ .
   a. Turn off the device and restart it
   b. Open the paint program   c. Connect the printer
4. One of the means of protecting files ....
   a. Make a backup copy
   b. Store it on an external disk   c. Both
5. In order for information to be shared globally, is used a/an .... network.
   a. internet   b. books   c. pictures

3 Match from column (A) what is appropriate from column (B) :

(A)	(B)
1. One of the obstacles to holding meetings on a large scale.	☐ a. Defining the problem
2. Used to connect a computer to the internet.	☐ b. Scanner
3. The first step when solving a problem is	☐ c. Processor speed
4. It is used to insert pictures and files into the device	☐ d. Gateway
5. GHz is a unit of measurement	☐ e. Time difference between countries.

17 Luxor Governorate | Luxor Directorate

1 Choose the correct answer

1. .... sites contain fake situations is an attempt to steal your data.
   a. Trusted b. Scam c. Reliable
2. .... is a device that connects a computer to the internet via Wi-fi.
   a. Ethernet cable b. Router c. Ethernet port
3. You can use .... applications to buy anything on the internet.
   a. browser b. Braille c. e-commerce
4. .... is used to restore or to transfer files and data between computers.
   a. HDMI b. CPU c. Flash memory
5. .... use the internet to break into your computer to steal your information.
   a. Programmers b. Hackers c. Thieves
6. The international symbol for copyright is letter .... with a circle around it.
   a. R b. S c. C
7. .... is a networking technology that connects wireless mobile devices.
   a. Bluetooth b. Router c. graphs
8. The .... is a network that connects computers from all around the world.
   a. internet b. intranet c. Virus

2 Put (✓) in front of the correct sentence and (×) in front of the wrong one:

1. You can share photos with colleagues using a mobile phone. (   )
2. The Egyptian Knowledge Bank is available for free to Egyptians. (   )
3. GPS help us to navigate the places. (   )
4. You can protect your works by watermarking them. (   )
5. All websites are reliable. (   )
6. The password must be strong. (   )
7. You must check the sites you visit on the internet. (   )

18 Behera Governorate | El-Tahrir Educational Directorate

1 Choose from column (B) what suitable for column (B) :

(A)	(B)
1. Watermark	☐ a. is used to navigate areas.
2. External hard drive	☐ b. is used to sell your smartphone online.
3. Mobile phone cell	☐ c. photographers can place it to protect their photos.
4. GPS	☐ d. is used to tack quick photos then share them online.
5. E-commerce	☐ e. is used to back up and store large files.

2 Tick (✓) in front of the right phrases and (×) in front of the false ones :

1. QR code is used to get information quickly and easily. ( )
2. You must evaluate, select, and organize the information you find. ( )
3. The internet is more secure and private than the intranet. ( )
4. People can use photographs without asking permission. ( )
5. Hackers can send a virus to all the e-mail addresses in your e-mail account. ( )

3 Choose the correct answer :

1. Fred Hiebert is an .... and explorer in national geographic.
   a. Artist b. Architect c. Archaeologist b. Ecologist
2. .... is the smallest unit of data storage on your computer.
   a. Mpbs b. Hz c. Byte b. Bit
3. .... is a private and restricted to only those that are part of the business, school that is connecting.
   a. Internet b. Intranet c. LAN b. WAN
4. The .... consists of devices linked to the internet via wi-fi.
   a. Cpu b. IOT c. DSL b. HDM
5. Mr. Hiebert uses .... to make presentations about his discoveries.
   a. Facebook b. PowerPoint c. E-mail b. Word

19 Minia Governorate — Matay Governomental Language

1 Choose the correct answer :

1. To protect your photos that are shared with ....
   a. low resolution　　b. flash memory　　c. high resolution
2. Identify .... is the best step in search information.
   a. reliable sources　　b. files　　c. databases
3. The internet is a computer network ....
   a. open　　b. location　　c. closed
4. .... tries to get credit bank in steal his money.
   a. Teacher　　b.Hacker　　c. Family
5. You can recognize electronic websites through ....
   a. personal　　b. URL　　c. files

2 Put (✓) or (×) sign in front of the following statements :

1. Password manager creates strong password. ( )
2. It's difficult to back up photos using external hard disk. ( )
3. A byte is the smallest unit of data. ( )
4. Enternet connecting is better than wireless. ( )
5. Word is a program used for writing report. ( )

3 Match:

(A)	(B)
1. Fred Hebert	☐ a. World Wide Web.
2. Megabyte	☐ b. Microsoft Excel is a work book.
3. EKB	☐ c. 1024 K B.
4. WWW	☐ d. archaeologist.
5. Excel	☐ e. Egyptian knowledge Bank.

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1 Put the suitable word in its place:

(EKB - virtual meeting - WWW - router - personal information)

1. You can use .... when the other people are in different countries.
2. .... consists of web pages linked to each other using hyperlinks.
3. A .... connects the computer to the internet via Wi-Fi or Ethernet.
4. .... includes your name, address, data of birth, and passwords.
5. .... is available for free to all Egyptians who register on the site.

2 Choose the correct answer:

1. Create backup copies of files on ....
   a. External hard drive b. flash memory c. both
2. To protect your photos, they are shared with ....
   a. high-resolution b. flash memory c. low-resolution
3. The Intranet is considered a network ....
   a. open b. closed c. both
4. You can protect your files from viruses or loss by making ....
   a. turn off the device b. backup c. personal data
5. Pictures help to get information by ....
   a. watching b. reading c. writing

3 Put (✓) or (✗) :

1. Copyright protects images, music, computer software, and websites. ( )
2. Anti-virus software must be installed on devices. ( )
3. Strong passwords must contain letters and numbers only. ( )
4. A reliable source of information is well written with almost no errors. ( )
5. Facts are based on someone views and experiences. ( )